inData TimelineXpress v4.5

Timelines on the Fast Track

Timeline Design and Presentation Software

User Manual and Reference Guide

First Edition May 2004

inData is a registered trademark of inData Corporation.
DepositionDirector is a registered trademark of inData Corporation.
DocumentDirector is a registered trademark of inData Corporation.
TimeCoder is a trademark of inData Corporation.
TrialDirector is a registered trademark of inData Corporation.
TimelineXpress is a trademark of inData Corporation.
Internet Explorer is a trademark of Microsoft Corporation.
PowerPoint is a registered trademark of Microsoft Corporation
Windows is a registered trademark of Microsoft Corporation.
CaseMap is a registered trademark of CaseSoft.
iBlaze is a registered trademark of Summation Legal Technologies.
Summation Blaze is a registered trademark of Summation Legal Technologies.
Summation is a registered trademark of Summation Legal Technologies.

All other product names and logos are trade and service marks of their respective companies.

Information in this document is subject to change without notice. This documentation may not be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form without the written consent of inData Corporation

©2004 by inData Corporation. All rights reserved.
Printed in the United States

Documentation written and compiled by Nick Rundle.

inData Corporation.
1325 North Fiesta Boulevard
Suite #4
Gilbert, Arizona 85233
1-800-828-8292

Visit inData on-line: http://www.indatacorp.com

Introducing TimelineXpress 4.5 6
Application Layout..... 7
Getting Started Dialog Window 9
Getting Started Dialog Window Layout..... 10
Closing The Getting Start Dialog Window 11
Stop the Getting Started Dialog Window Showing Each Time TimelineXpress Is Launched 11
Open An Existing Timeline..... 12
Saving A New Timeline..... 13
Saving Changes To An Existing Timeline 14
Design Schemes 15
Selecting A Design Style..... 15
Changing The Color Schemes For A Design Style..... 17
Changing The Color Scheme When Using One Band (top).....17
Changing The Bottom Band Color Scheme When Using Two Bands 19
Custom Background Graphics..... 20
Events 21
Create A New Event And Add The Event Caption..... 21
Setting Event Caption Text Font and Font Size 23
Using Date Only Events 24
Using Dates And Time Events 27
Adding Event Popup Descriptions..... 29
Setting Event Popup Description Text Font and Font Size..... 30
Adding An Icon To An Event 31
Setting Event Text Font Colors 32
Setting Event Background Contrast Colors 34
Set The Band 36
Adding Linked Exhibits To Events..... 37
Editing Events 38
Hide Events Without Deleting..... 39
Delete Events 40
Time Frames..... 41
Create A New Time Frame And Add The Time Frame Caption 41
Setting Time Frame Caption Text Font and Font Size..... 43
Setting The Start Date..... 44
Setting The End Date..... 46
Setting Start Time And End Time..... 48
Entering A Start Time.....49
Entering An End Time 50
Adding Time Frame Popup Description 51
Setting Time Frame Popup Description Text Font and Font Size... 52
Set The Band 53
Editing Time Frames..... 54
Deleting Time Frames..... 55
Timeline View..... 56
Adjusting The Time Scale 57
Scaling Out.....57
Resetting To Its Original Time Scale 57

Panning Along Timelines....58
Moving Events To A New Position On The Timeline.... 59
Moving Events Back To Their Original Position 61
Time Scale Gaps 62
Inserting Gaps 62
Removing Gaps 64
Viewing Attached Document And Photo Exhibits 65
Viewing Attached Multimedia Exhibits.... 66
Viewing Event Popup Descriptions 67
Viewing An Event Popup Description....67
Moving The Popup Description Box On The Screen 67
Closing A Popup Description Box....67
Zooming In And Out Of Attached Exhibits 68
Opening The Attached Exhibits Viewer....68
Zooming In 69
Zooming Out 69
Viewing Time Frame Start And End Dates.... 70
Viewing The Start Date....70
Viewing The End Date 70
Viewing Time Frame Popup Descriptions.... 71
Viewing A Time Frame Popup Description....71
Moving The Popup Description Box On The Screen 71
Closing A Popup Description Box....71
Timeline View Controls.... 72
Zoom Out....72
Zoom In....72
Zoom In/Out Slider....72
Zoom To Fit Page Button 72
Zoom To No Overlap Button....72
Pan Back Button....72
Pan Forward Button 73
Pan Time Line Slider 73
Event Walker Button 73
Save View Button 73
Saved Views List 74
Delete View Button 74
Timeline Views 75
Creating Views....75
Loading Views....75
Deleting Views 76
Events Exhibits Manager Overview.... 77
Opening The Events Exhibit Manager 77
View Events Attached Exhibits As A Detailed List 78
View Events Attached Exhibits As Thumbnails.... 79
Add Exhibits Manually 80
Add Exhibits Using Drag-drop Methods 82
Using The Windows Explorer And Event Exhibit Manager 82
Using The Drag Directly Onto The Event Method 82
Adding TrialDirector Item to Current Event 83
Removing Attached Exhibits 84
Viewing Attached Exhibits 85

Annotating Attached Exhibits 86
Opening The Events Exhibits Manager 86
Draw An Arrow 87
Draw An Ellipse 88
Highlight An Image 89
Removing Annotations 89
Zooming In And Out Of Attached Exhibits 90
Opening The Events Exhibits Manager 90
Zooming In 91
Zooming Out 91
Closing The Events Exhibits Manager 91
Attached Exhibit File Types 92
Importing Files 94
Exporting As Image File 95
Full Screen Presentation Window 97
Opening The Full Screen Presentation Window 97
Closing The Full Screen Presentation Window 97
Print Preview 98
Printing Timelines 99
Printing Events List 101
Printing Time Frames List 102
TimelineXpress Preferences 103
Application Integration 104
TrialDirector Integration 105
DocumentDirector Integration 107
Integrating With CaseMap 108
Integrating With PowerPoint 109
Add A New Timeline Slide 110
Insert TimelineXpress Onto The Current Slide 112
Launching TimelineXpress From Within PowerPoint 114
Integrating With Summation iBlaze 115
Summation Preview Chronology Of Events 117
Saving Chronology Of Events 118
Launching TimelineXpress From Within Summation iBlaze 119
Keyboard Shortcuts 120
Automated Updates 121
Manually Checking For Available Updates 121
Advanced Settings 122

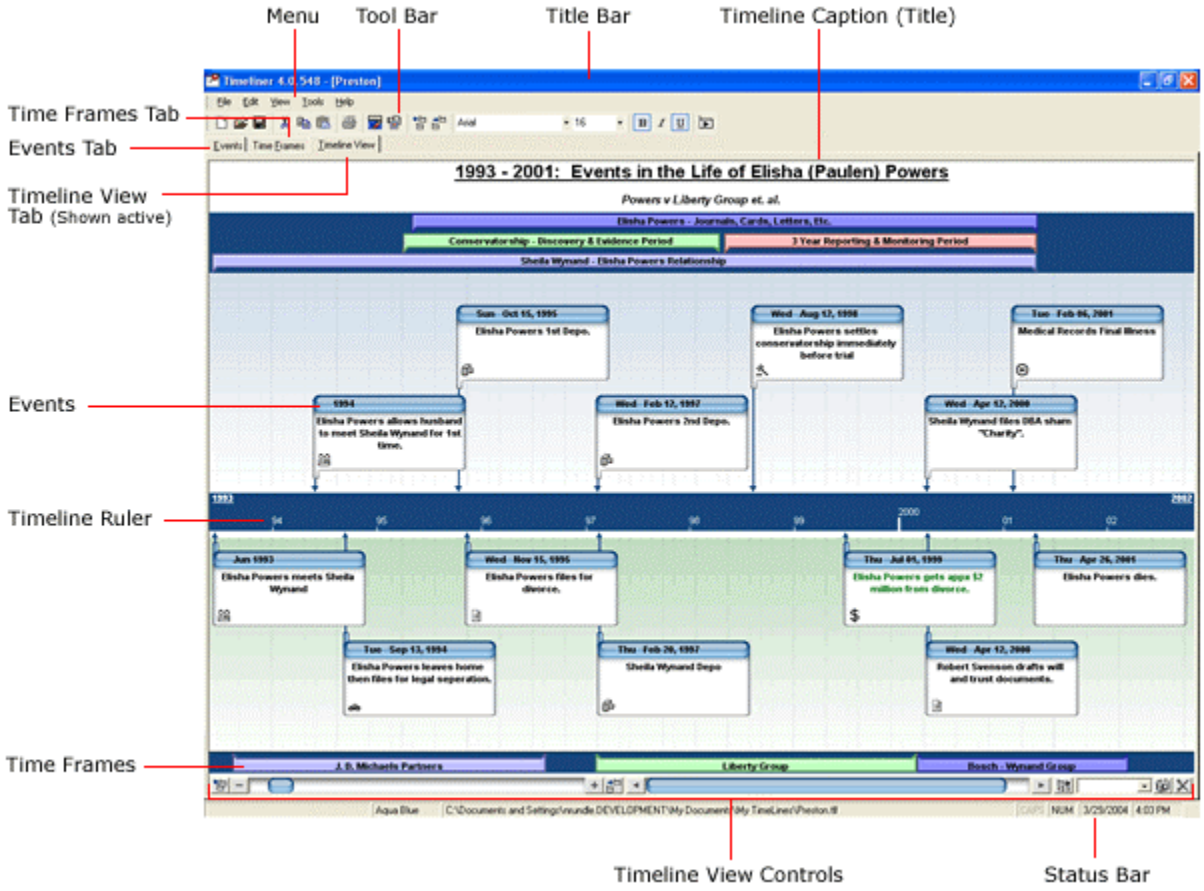
Introducing TimelineXpress 4.5

Create Great looking timelines from concept to presentation in minutes. TimelineXpress™ comes with professionally created design schemes that will have the appeal and impact you want.

- **Easy** - Choose a design scheme, add events and time frames. Then present or print your timeline. It's really that easy.
- **Interactive -** Interactive timelines help others to comprehend your chronology of events better than printed timelines alone.
- **Integration** - Integrates with TrialDirector™(v4.5 or higher) Summation iBlaze™, PowerPoint™, CaseMap™ and more...
- **Expandable -** Event significance can be expanded with event pop-up detail panels. The story unfolds on your cue.
- **Zoomable -** To focus attention on a specific sequence of events zoom in, or zoom out to show the big picture. Pan across time, exploring each event
- **Linkable -** Documents, photos, video, and other demonstratives can be linked to any event. Events become more significant and memorable when documented or enriched by images, video and sound.
- **Printable -** Print your timelines! Whether you need them small or super-size, the details will be crisp and professional.
- **Shareable -** Post your timeline to a web page or email a copy to a colleague. TimelineXpress™ can output your timeline for almost any use.
- **Analyze -** See your documents 'story' unfold before you. Loading a document list into TimelineXpress ™ will let you see your documents set in proper time frame.
- **Color Coding** - Set the text color or the event background color for issue tracking and highlighting significant facts and events
- **Presentation Window** - Present timelines with TimelineXpress's fully interactive integrated presentation window
- **Event Walker** - Loading events individually by one click of a button helps to hold the jury's attention to focus on what's important
- **Export As Image File -** Timelines can exported to an image file format, including *.pdf, *.jpg, *.tif, *.bmp and more...
- **Print Event Lists and Time Frame Lists** - Print out list of Events or Time Frame list that make up the timeline for analysis and review
- **Save to HTML File** - Save to HTML File allows you to embed your fully interactive timeline inside a HTML page.

Application Layout

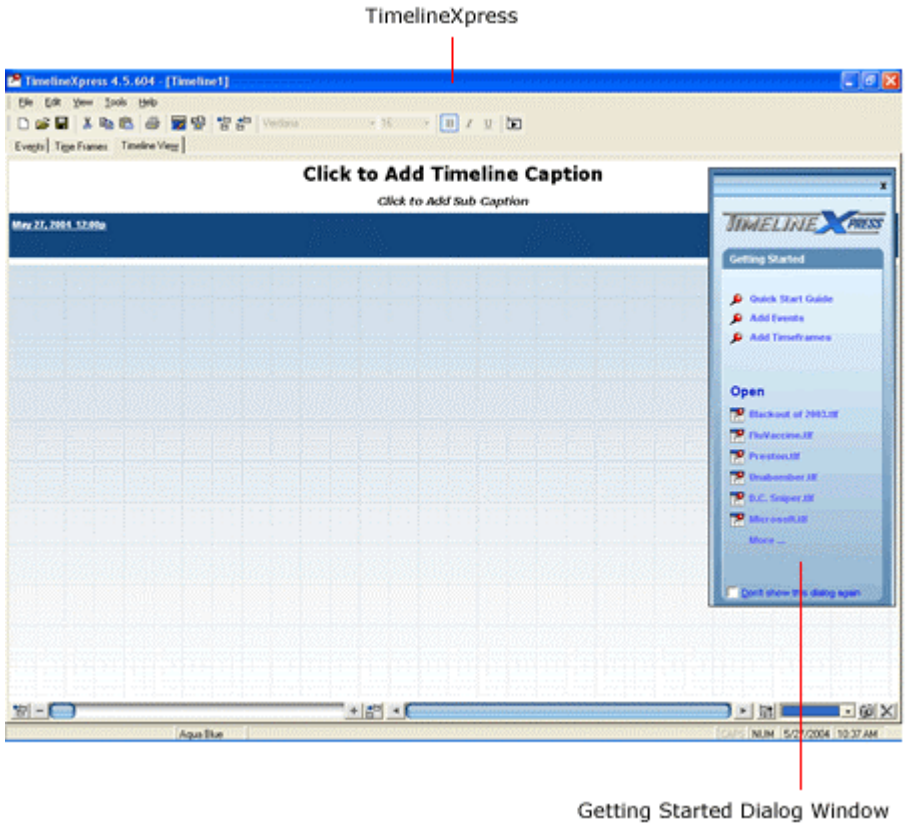
The TimelineXpress application window consists of Title Bar, Menu Bar, Toolbar, Events Tab, Time Frames Tab, Timeline Viewer Tab (shown active below), Timeline View Controls and a Status Bar.



Component	Description
Title Bar	The Title Bar displays the Title of the current Timeline
Menu Bar	The Menu Bar provides the following menus to use while in Timeline: File, Edit, View, Tools and Help.
Toolbar	The Toolbar provides you with shortcuts to perform menu commands.
Events Tab	Event Tab allows the adding, editing and deleting of events to the timeline
Time Frames Tab	The Time Frames Tab allows the adding, editing and deleting of Time Frames to the timeline
Timeline View Tab	The Timeline View Tab displays the timeline and has the Timeline View Controls located at the bottom, The Timeline View Controls allow the following: ▪ Zoom fit the page Button ▪ Zoom In Button ▪ Zoom Out Button ▪ Zoom In/Out Scroll Bar ▪ Zoom to no overlap button ▪ Pan Back Button ▪ Pan Scroll Bar ▪ Pan Forward Button ▪ Event Walker ▪ Saved View list ▪ Save Current View Button ▪ Delete Current View Button
Status Bar	The Status Bar shows the file path for the current timeline design, the current open timeline, NUM lock status, CAPS lock status, System Date and System Time.

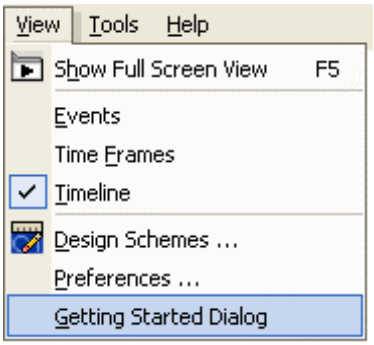
Getting Started Dialog Window

When the TimelineXpress is launched for the very first time, the Getting Started Dialog Window is also launched.

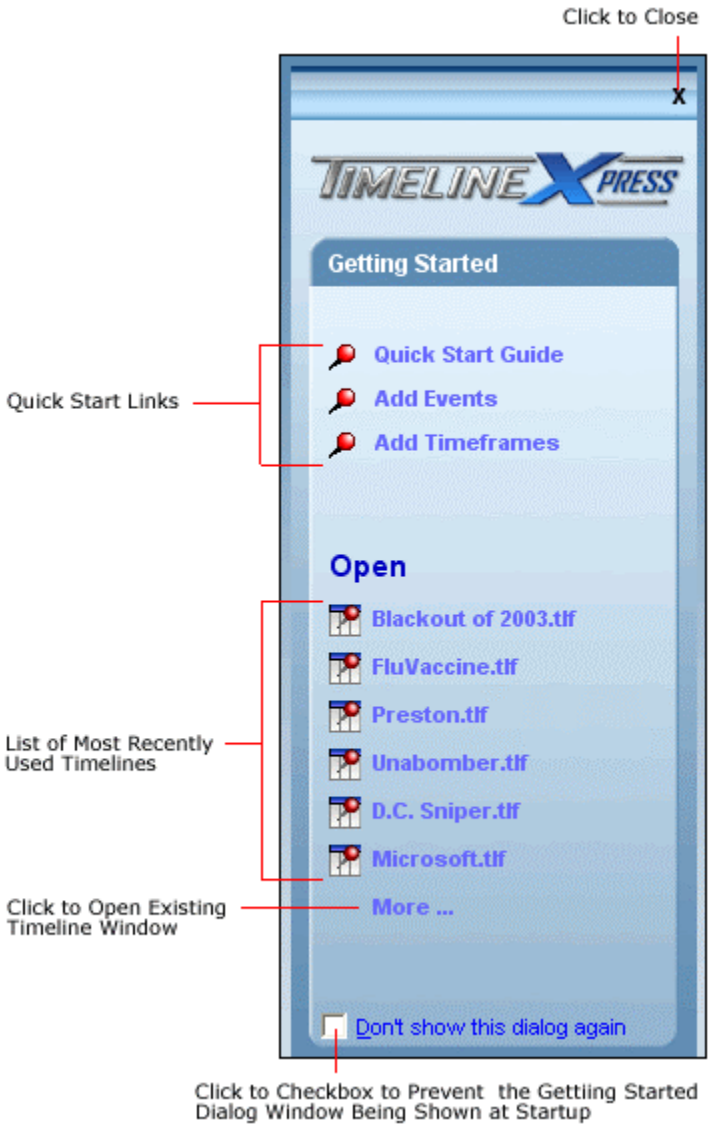


If the Getting Started Dialog Window is not visible

1. Select **Getting Start Dialog...** from the View Menu



Getting Started Dialog Window Layout



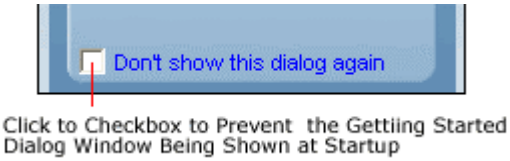
- The Quick Start Links area provide shortcuts:
  - The **Quick Start Guide** links to Quick Start Guide in the help file
  - The **Add Events** links to the Event Tab
  - The **Add Time Frames** links to the Time Frame Tab
- The Most Recently Used area under **Open** provides links to the most recent open timelines. Clicking a link will open the timeline
- Clicking on **More...** will open the Open Existing Timelines Window

Closing The Getting Start Dialog Window

1. To close the Getting Started Dialog Window, click the **[X]** located on the top right side of the window

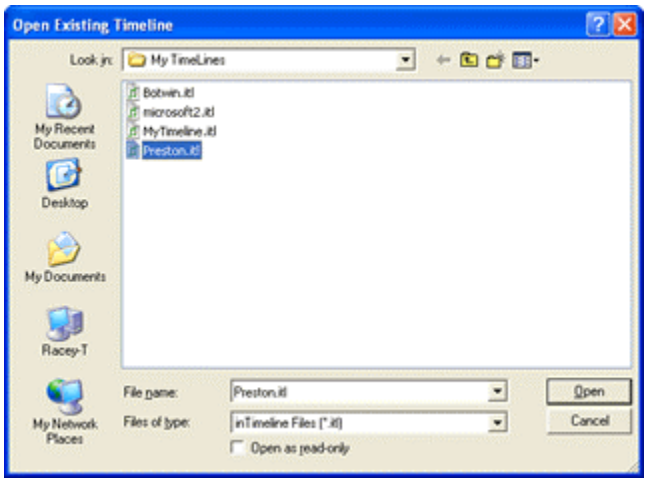
Stop the Getting Started Dialog Window Showing Each Time TimelineXpress Is Launched

1. To Stop the Getting Started Dialog Window being shown every time TimelineXpress is launched, click the check box located at the bottom of the window



Open An Existing Timeline

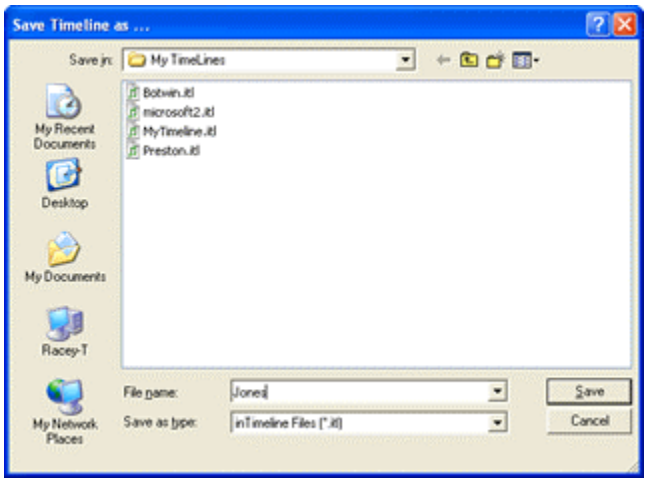
1. Select **Open...** from the File Menu or click the Toolbar button



2. Browse to where the timeline is located, by default, timelines are saved to a directory called **My Timelines**
3. Select the timeline
4. Click **[Open]**

Saving A New Timeline

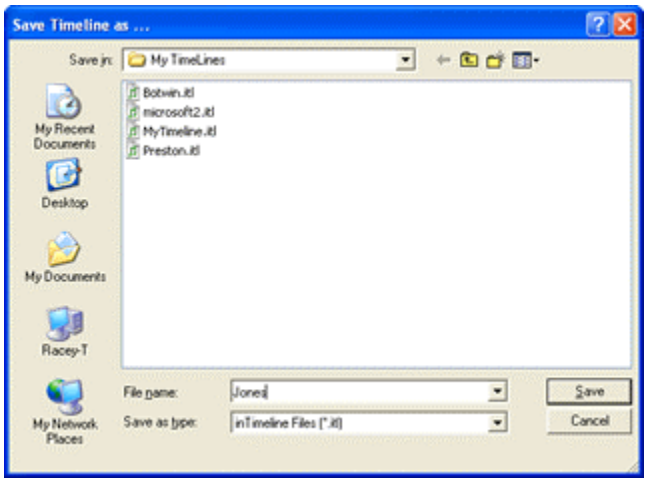
1. Select **Save As...** from the File Menu or click the Toolbar button



2. Browse to where the timeline is to be saved, by default, timelines are saved to a directory called **My Timelines**
3. Enter a name for the timeline in the **File name** field
4. Click **[Save]**

Saving Changes To An Existing Timeline

1. Select **Save ...** from the File Menu or click the Toolbar button. The timeline will be saved in its current state.

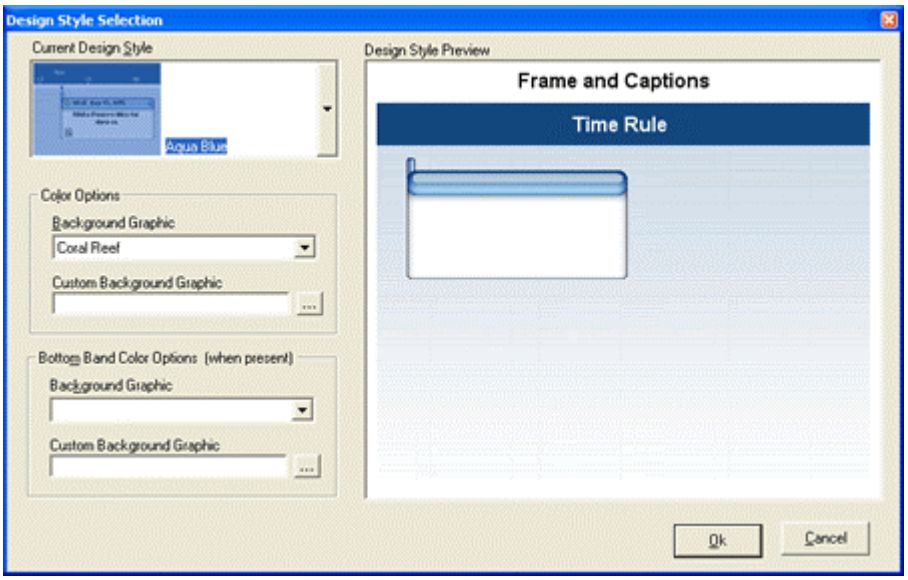


Design Schemes

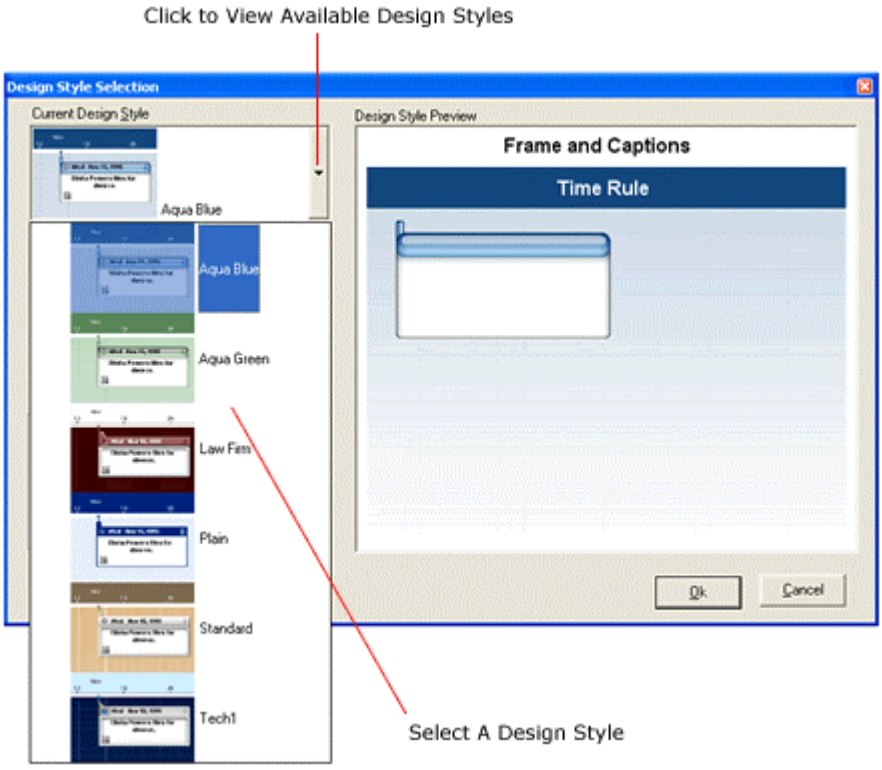
TimelineXpress provides professionally designed and varied schemes which create high quality image timelines. Each design style has several color options to select from and the ability to add a custom background graphic. Design styles are either standard or wide width.

Selecting A Design Style

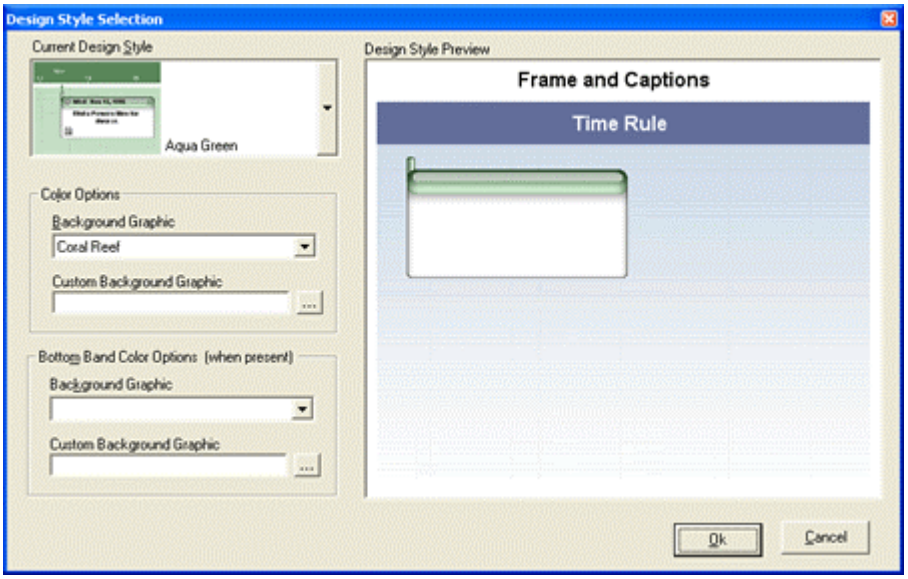
1. Select **Design Schemes** from the View Menu or click the Toolbar button to open the Design Style Selection window



2. Click the down arrow located on the right side of the **Current Design Style** to view available styles



3. Select a design scheme from the list, the new design will be shown in the **Design Style Preview** window



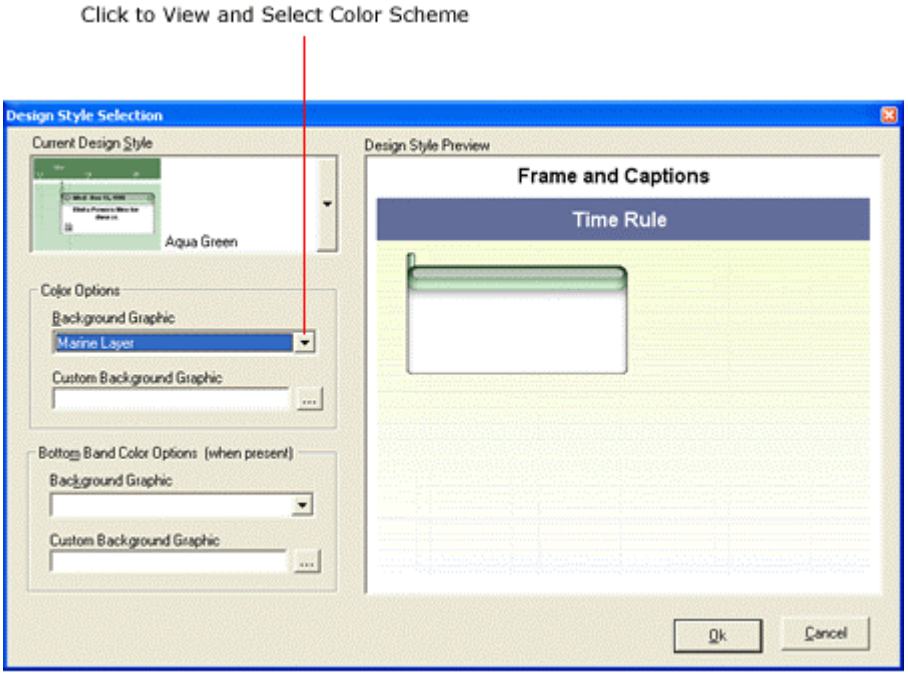
4. Click **[Ok]** to keep the changes or **[Cancel]** to keep the existing design scheme

Changing The Color Schemes For A Design Style

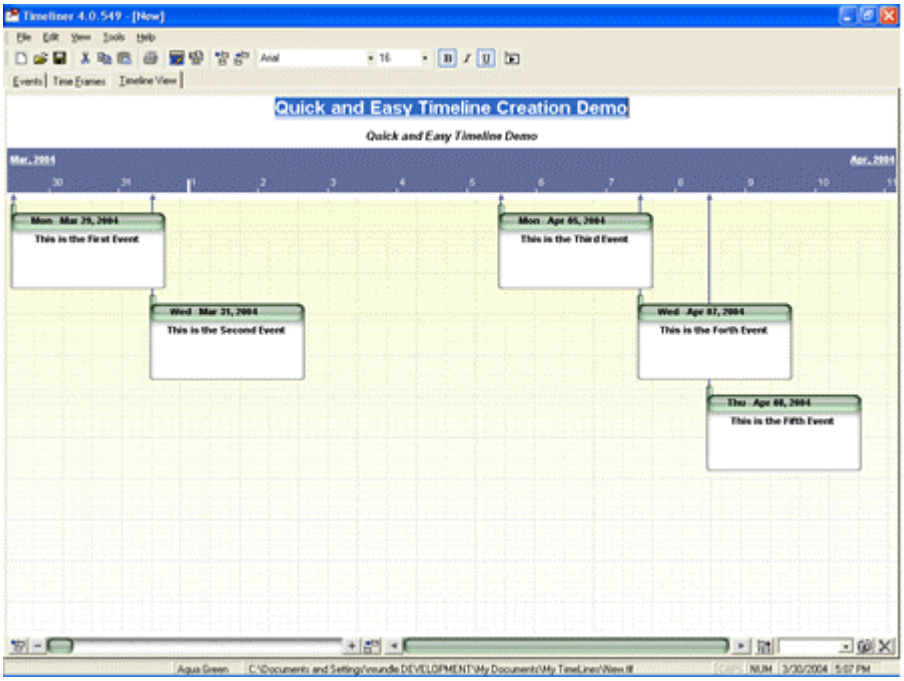
The Color Scheme for a Design Style can be changed:

Changing The Color Scheme When Using One Band (top)

1. Select a **Background Graphic** from the Color Scheme drop down list:

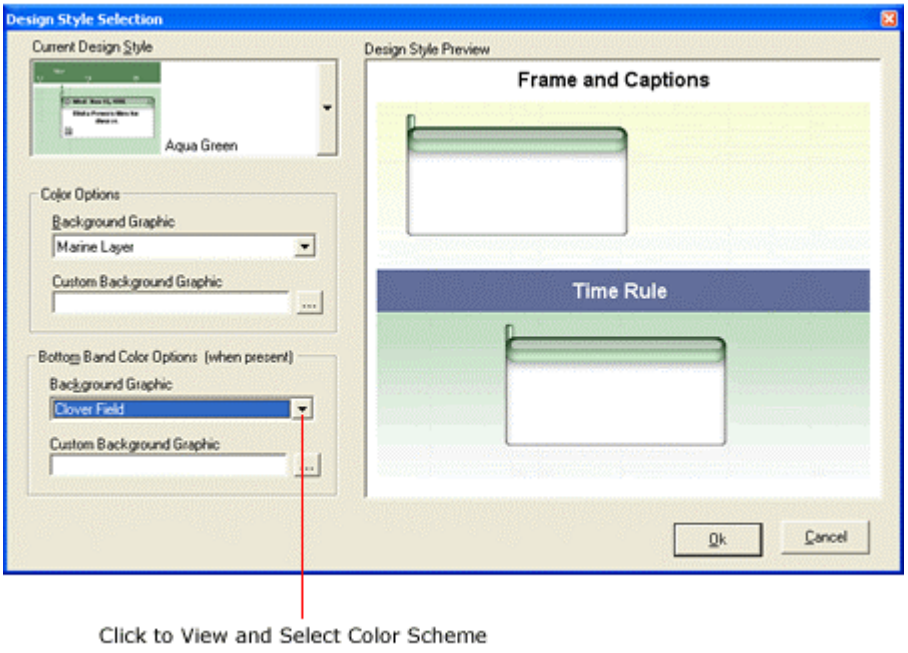


A timeline for example would look like:


Quick and Easy Timeline Creation Demo
Quick and Easy Timeline Demo
This is the First Event
This is the Second Event
This is the Third Event
This is the Forth Event
This is the Fifth Event

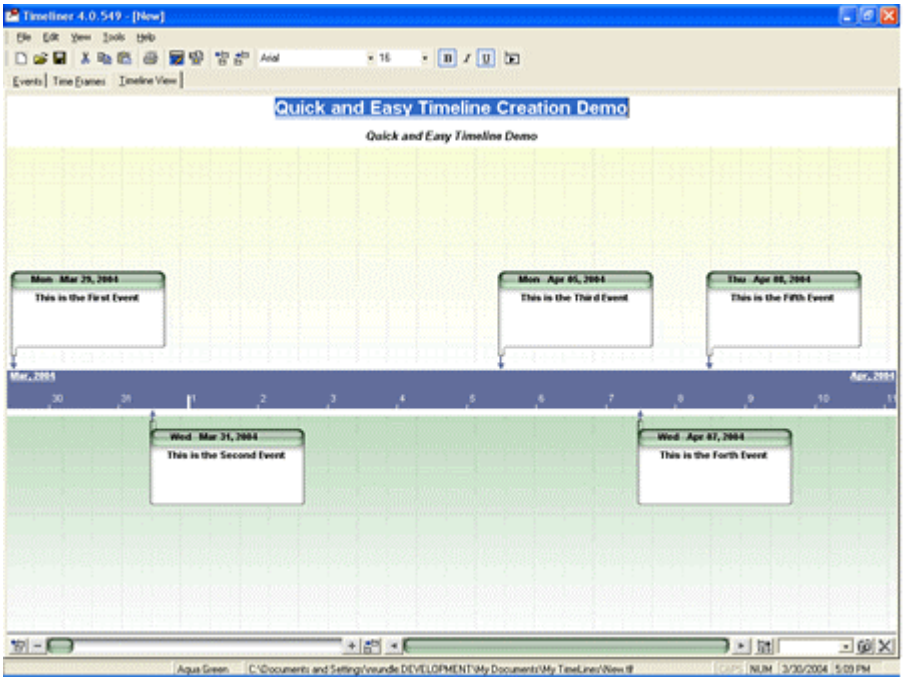
Changing The Bottom Band Color Scheme When Using Two Bands

1. Select a **Background Graphic** from Bottom Band Color Options (when present), to change the bottom band color scheme.



2. Click **[Ok]** to keep the changes or **[Cancel]** to keep the existing scheme.

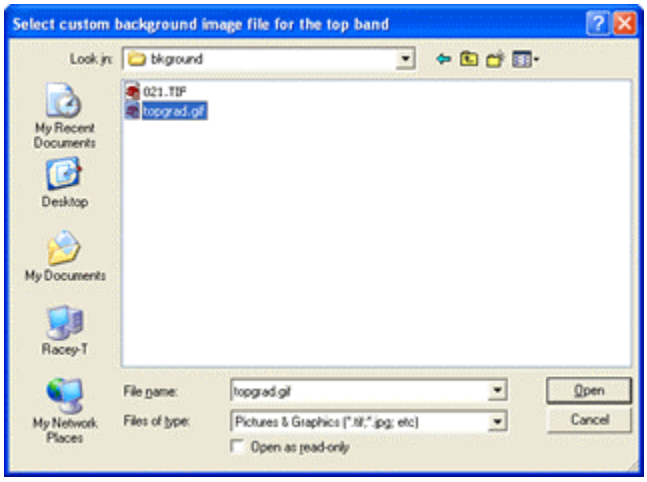
A timeline would look something similar to below:


Quick and Easy Timeline Creation Demo
Quick and Easy Timeline Demo
This is the First Event
This is the Third Event
This is the Fifth Event
This is the Second Event
This is the Forth Event

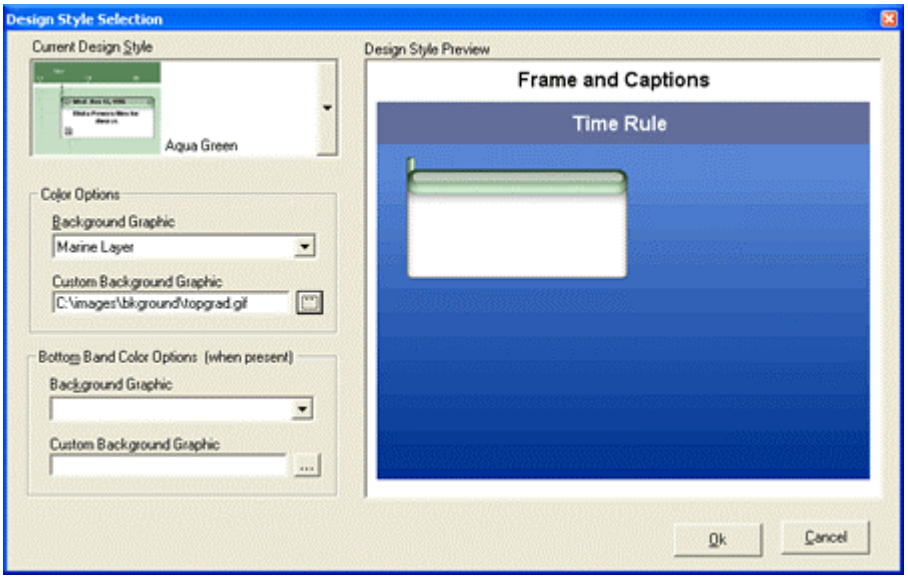
Custom Background Graphics

Custom backgrounds can be used for both the top band and bottom band (when present)

1. Select the Custom Background Graphic button ... to open the browse window.



2. Browse to the location of the image file that is to be used for the background.
3. Select the image and click **[Open].**



4. Click **[Ok]** to keep the changes or **[Cancel]** to keep the existing scheme.

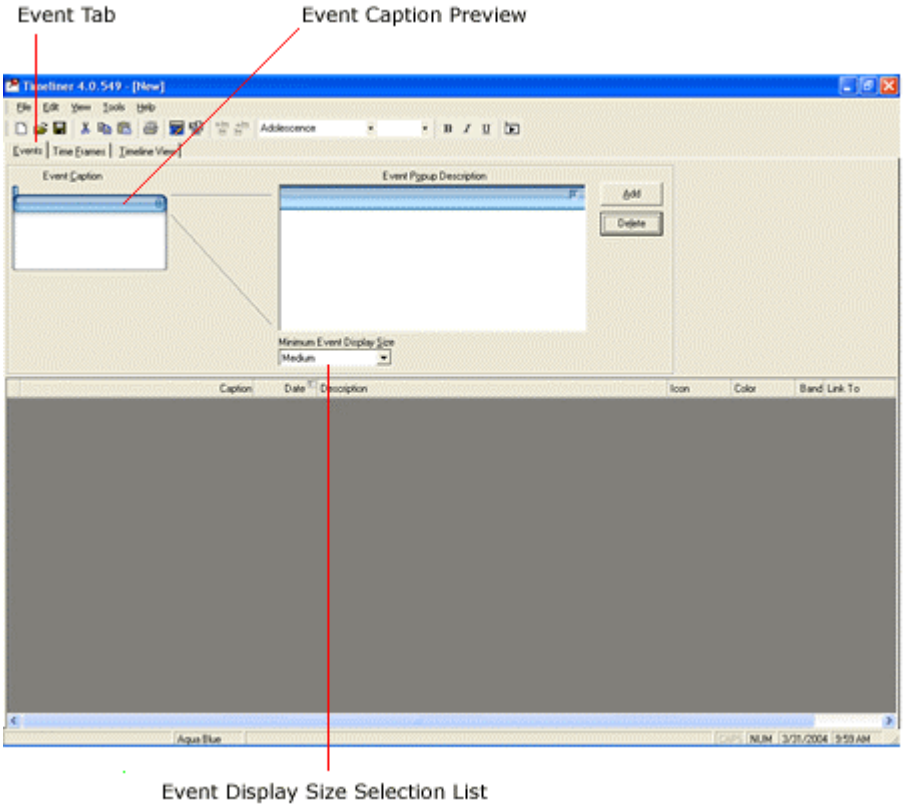
Note: *Custom Background Graphics for the bottom band is set in the same manner. Events have to placed on the bottom band for the bottom band to show when viewing a timeline.*

Events

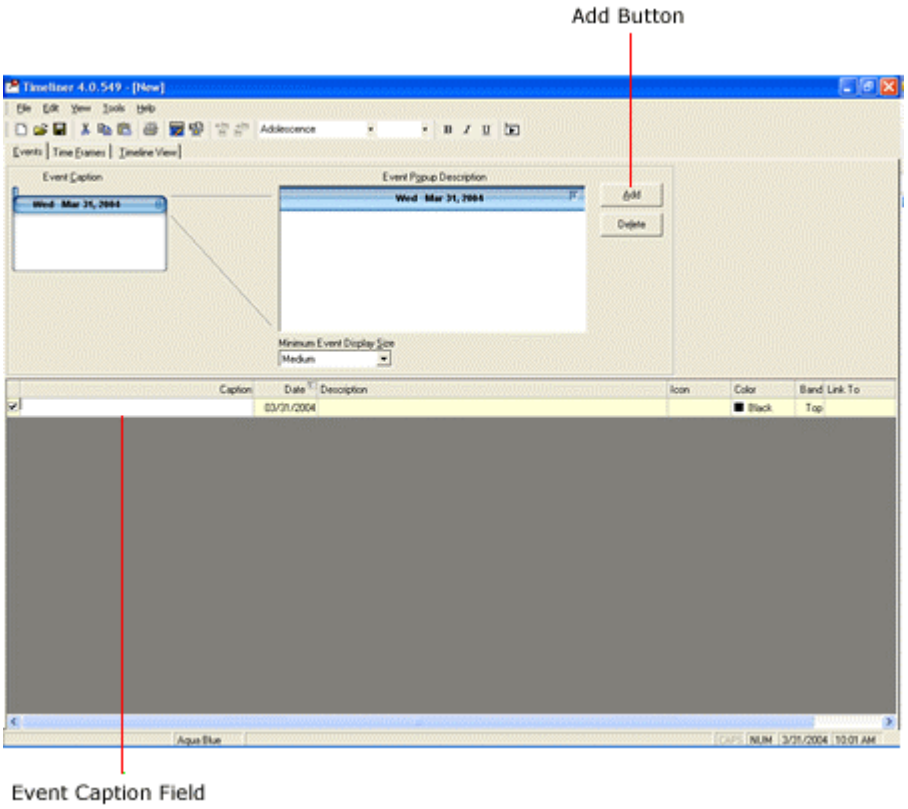
Event Date and Time
This Icon, When Present, Indicates that the Event has Linked Exhibits Attached
Click the Icon to View the Exhibits
Mon May 03, 2004
This is the First Event
This Icon, When Present, Indicates that the Event has a Popup Description
Click the Iconto View the Popup Description
Event Identity Icon
Event Caption Text

Create A New Event And Add The Event Caption

1. Select **Events** from the View Menu or click on the **Events** tab



2. Select the Events Display Size from the Minimum Event Display Size Selection list. When the text is added to the Event Caption and it is more than the selected size can display, TimelineXpress will attempt to use the next Display Size up if available. By default Medium is selected, the available sizes are:
    - Small
    - Medium
    - Large
    - Largest
3. Set the Font Name and Font Size
4. Click the **[Add]** button or press **[Insert]** to add a new event to the events list
5. The Caption field for the new event will become active, ready for the event caption to be entered

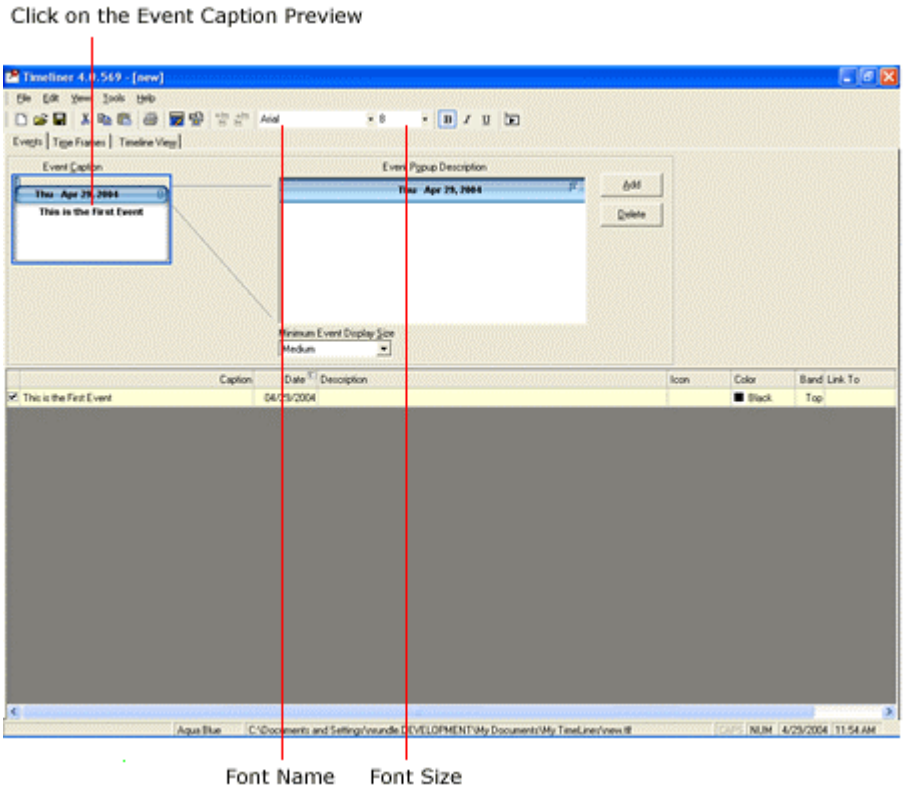


6. Enter the event caption text (press **Ctrl + [Enter]** to add a new line)
7. Press **[Enter]**

Setting Event Caption Text Font and Font Size

The events caption text font and font size can be set, this setting is a global setting for all the event captions text

1. Click on the Event Caption Preview, a blue box will appear to show it is active

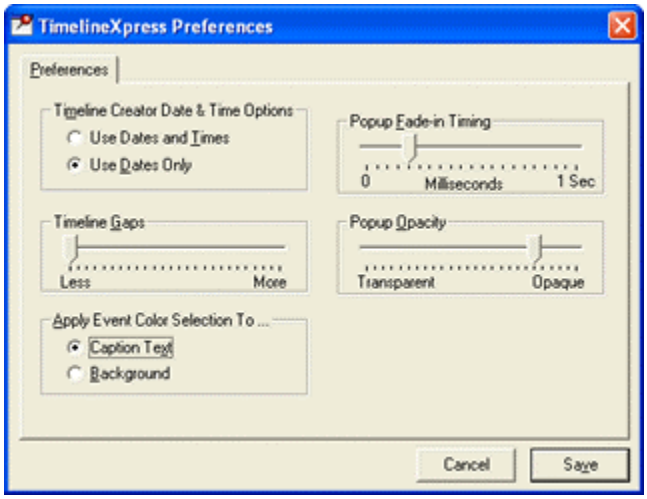


2. Set the Font Name
3. Set the Font Size

Using Date Only Events

Events can be created using only Dates. When this option is selected to create events (active by default) a default time of 12:00:00PM is automatically assign to all of the events. To set **Use Dates Only** preference:

1. Select **Preferences** from the View Menu

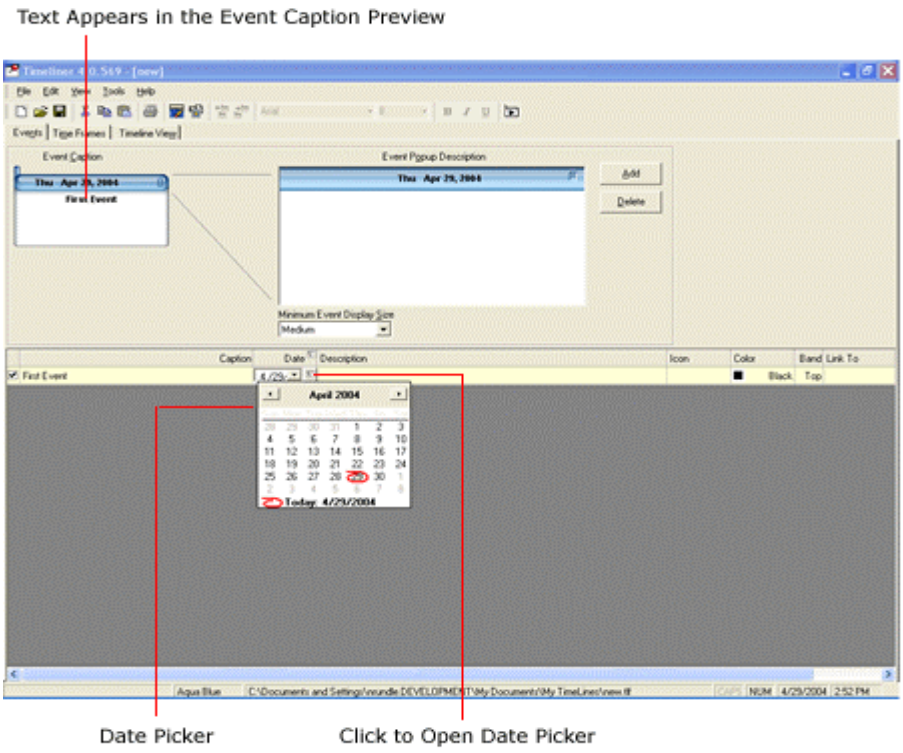


2. Select the **Use Dates Only** from the Timeline Creator Date and Time Options
3. Click **[Save]**

A date can be entered either by using the Date Picker or by typing a date into the date field.

To enter a date using the Date Picker:

1. Double click anywhere on the date field
2. Click the located on the right side of the Date Field
3. Use the Date Picker to select a date for the Event



When typing a date double click on the date field and enter a date using one of the following supported formats:

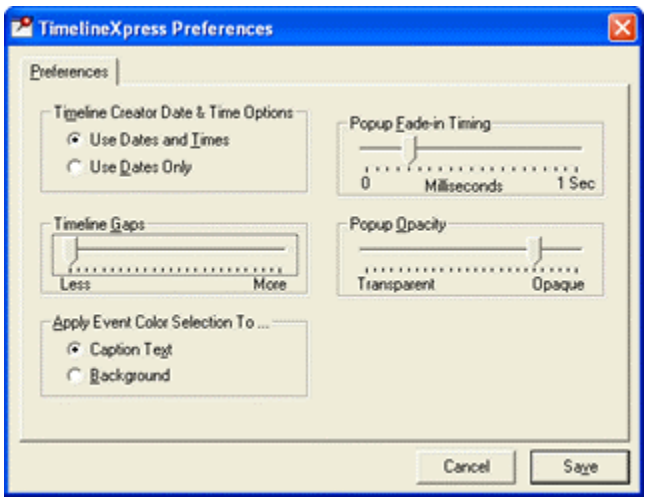
- **mm/dd/yyyy** format
- **mm/dd/yy** format. The year for the date will be translated to this century
- **?** wild card. The wild card can be used to replace unknown day and/or month of the events date. The wild card will assume the middle day of the month, or the middle month of the year:
  - ??/03/2004 would become 06/03/2004
  - 06/??/2004 would become 06/06/2004
- Yearly Seasons
  - **Spring** [March to May]. Entering the keyword Spring and the year will place the event in the middle day of April for that year
  - **Summer** [June to August]. Entering the keyword Summer and the year will place the event in the middle day of July for that year
  - **Fall** [September to November]. Entering the keyword Fall and the year will place the event in the middle day of October for that year

    - **Winter** [December to February]. Entering the keyword Winter and the year will place the event in the middle day of January for that year
- Month segments
    - **Early**. Entering the keyword Early and the month will place the event on the 5th day of the specified month
    - **Mid**. Entering the keyword Mid and the month will place the event on the 15th day of the specified month
    - **Late**. Entering the keyword Late and the month will place the event on the 25th day of the specified month
- Yearly Quarters
    - **1st Quarter** [January to March]. Entering the keywords 1st Quarter and the year will place the event in the middle day of February for that year
    - **2nd Quarter** [April to June]. Entering the keywords 2nd Quarter and the year will place the event in the middle day of May for that year
    - **3rd Quarter** [July to September]. Entering the keywords 3rd Quarter and the year will place the event in the middle day of August for that year
    - **4th Quarter** [October to December]. Entering the keywords 4th Quarter and the year will place the event in the middle day of November for that year

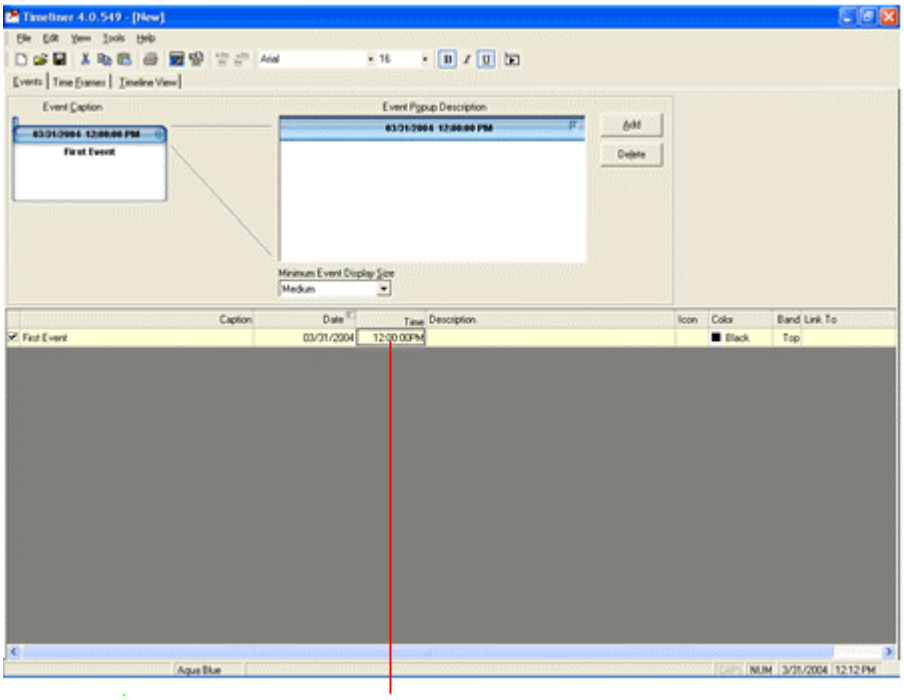
Using Dates And Time Events

A time can be assigned to an Event Date. The **Use Dates and Times** Property must be set on the timeline preferences. This is a global property, which affects Time Frames.

1. Select **Preferences** from the View Menu



2. Select the **Use Dates and Times** from the Timeline Creator Date and Time Options
3. Click **[Save]**

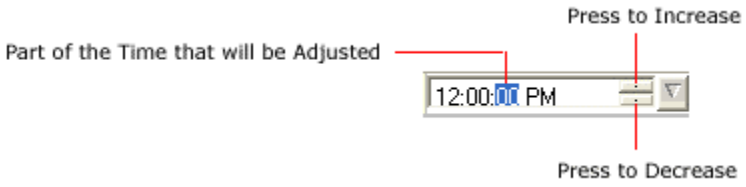


Note: *When this option is selected the time field becomes visible and default time of 12:00:00PM is automatically assigned to the event.*

A time can be entered either by using the Time Setter Tool or by typing a time into the Time field. Time is stored in HH:MM:SS AM/PM format

To enter a date using the Time Setter Tool

1. Double click anywhere on the Time field,
2. Click the located on the right side of the Time field.
3. Highlight the part of the time that is to be set (HH or MM or SS)
4. Use the up control to increase the time or the down control to decrease the time
5. Highlight the next part of the time to be set and adjust it



When typing a time, double click on the Time field and enter a time using one of the following supported formats:

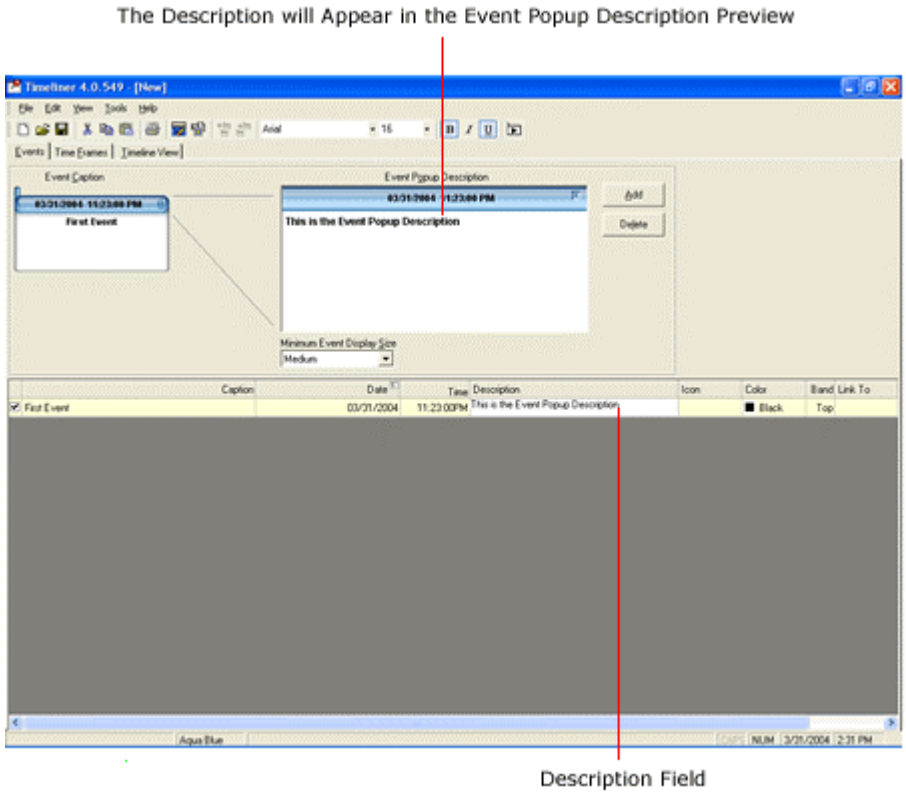
- **H:M:S** - Will be converted to standard time adding either AM or PM
- **HH:MM:SS AM**
- **HH:MM:SS PM**
- **HH:MM:SS** - Where the hours can be entered under the 24 hour clock format and will be converted to standard time adding either AM or PM
- **H.M.S** - Will be converted to standard time adding either AM or PM
- **HH.MM.SS** - Where the hours can be entered under the 24 hour clock format and will be converted to standard time adding AM or PM

Adding Event Popup Descriptions

Event Popup Description are optional. The event popup description can then be viewed in presentation mode by clicking the small paper clip icon located on the Event title bar

To add an Event Popup Description:

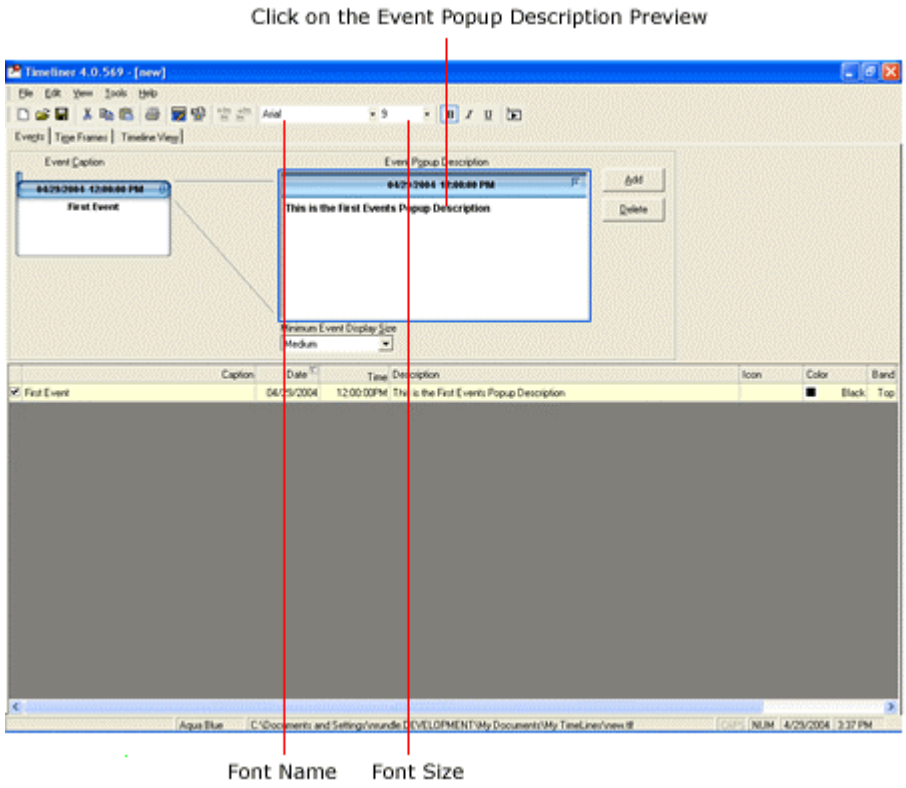
1. Double click in the Description field
2. Enter the description and press **[Enter]**
3. The Description will appear Event Popup Description preview window



Setting Event Popup Description Text Font and Font Size

The events popup description text font and font size can be set, this setting is a global setting for all the event popup description text

1. Click on the Event Popup Description Preview, a blue box will appear to show it is active



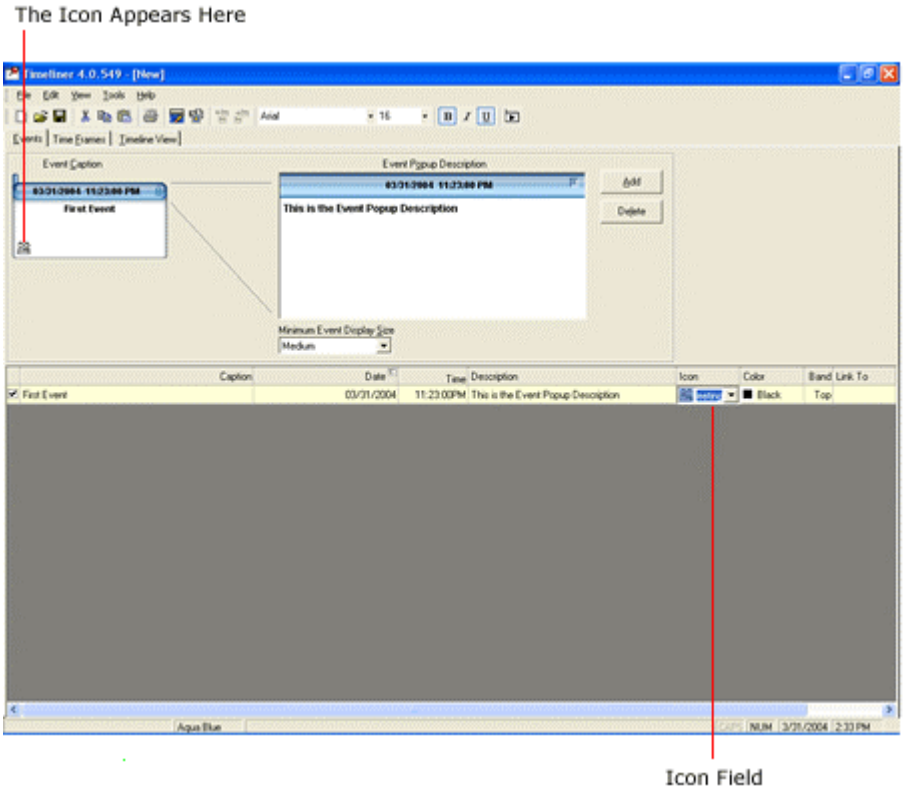
2. Set the Font Name
3. Set the Font Size

Adding An Icon To An Event

Icons are optional and can be used as visual aid to identify the event. The icon appears on the bottom left side of the event.

To add and Icon to an Event:

1. Double click in Icon field
2. Click the located on the right side of the Icon field.
3. Select an icon from the dropdown list

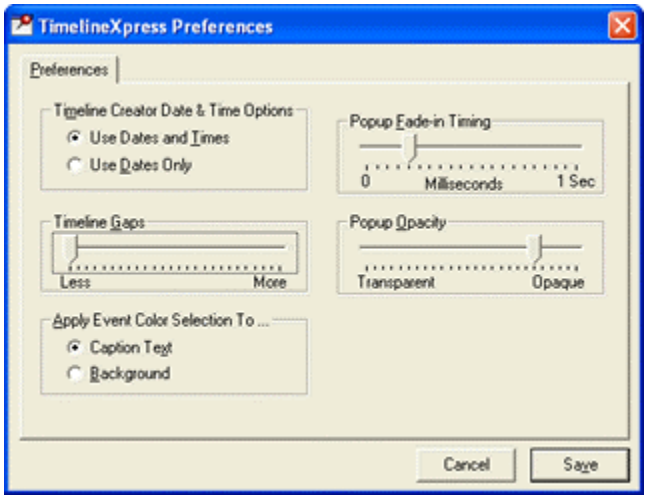


Setting Event Text Font Colors

By default the event caption text font color is set to black when created. The color can be changed and used to color code and emphasize particular events. Colored fonts are placed on a white background.

To check that setting the color will be applied to the text:

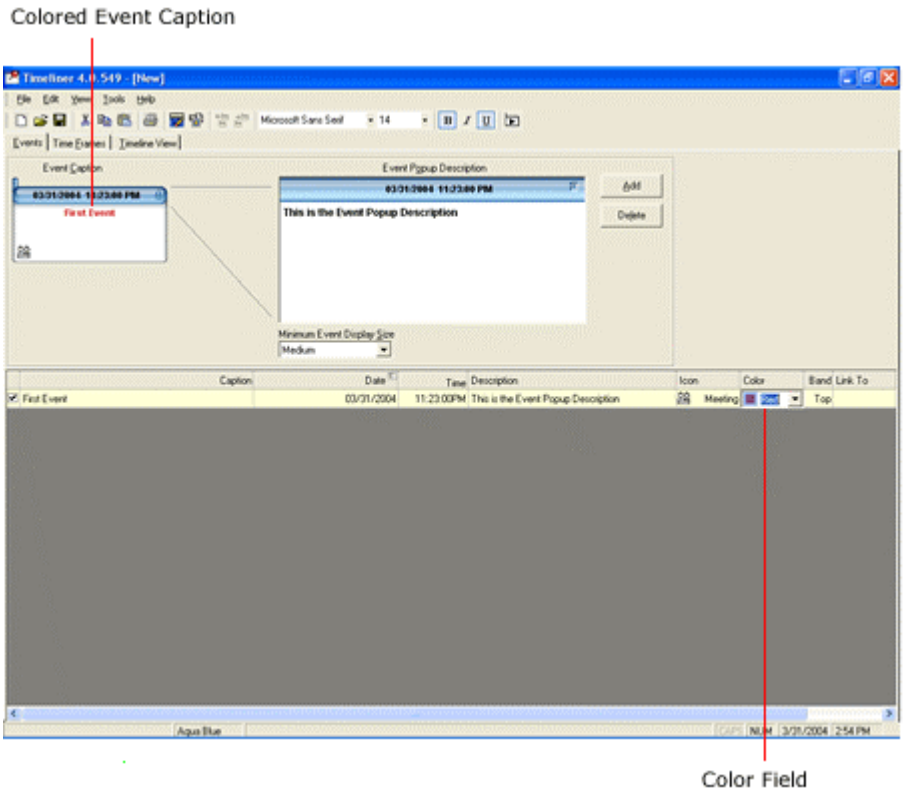
1. Select **Preferences** from the View Menu



2. Select the **Caption Text** from the **Apply Event Color Selection To...** options
3. Click **[Save]**

To set the font color:

1. Double click in Color field
2. Click the located on the right side of the color field.
3. Select an font color for the event from the dropdown list

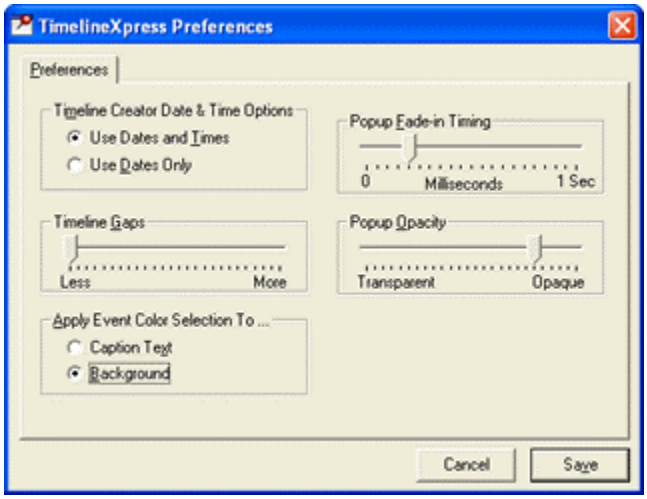


Setting Event Background Contrast Colors

By default the event caption background color is set to white when created. The color can be changed and used to color code and emphasize particular events. White fonts are placed on colored backgrounds.

To check that setting the color will be applied to the background

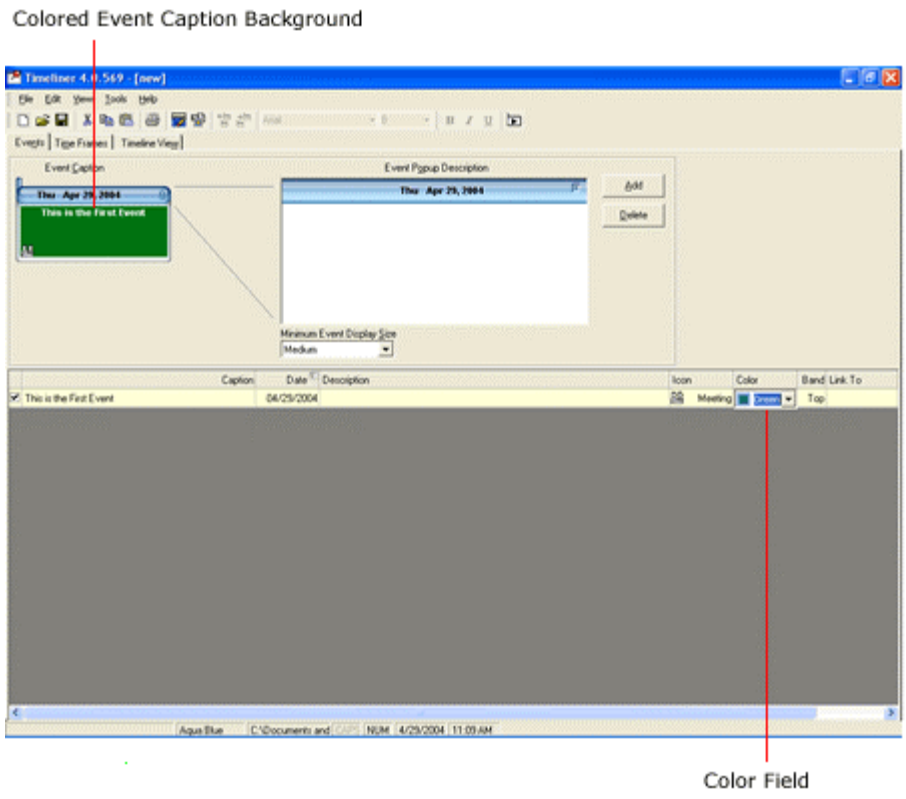
1. Select **Preferences** from the View Menu



2. Select the **Background** from the **Apply Event Color Selection To...** option
3. Click **[Save]**

To set background contrast color

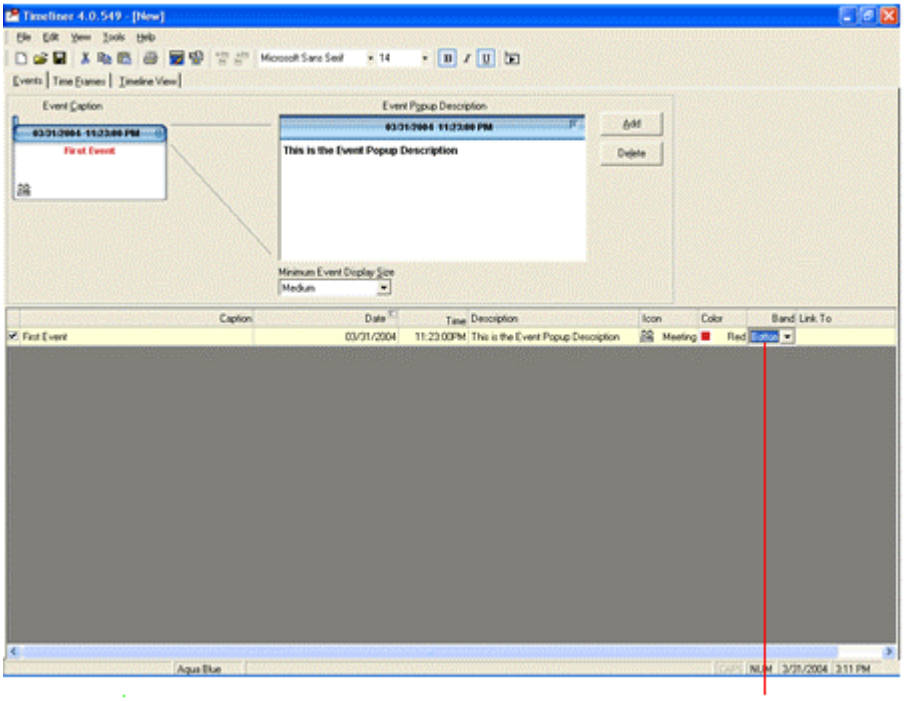
1. Double click in Color field
2. Click the located on the right side of the color field.
3. Select a background color for the event caption from the dropdown list


Colored Event Caption Background
Color Field

Set The Band

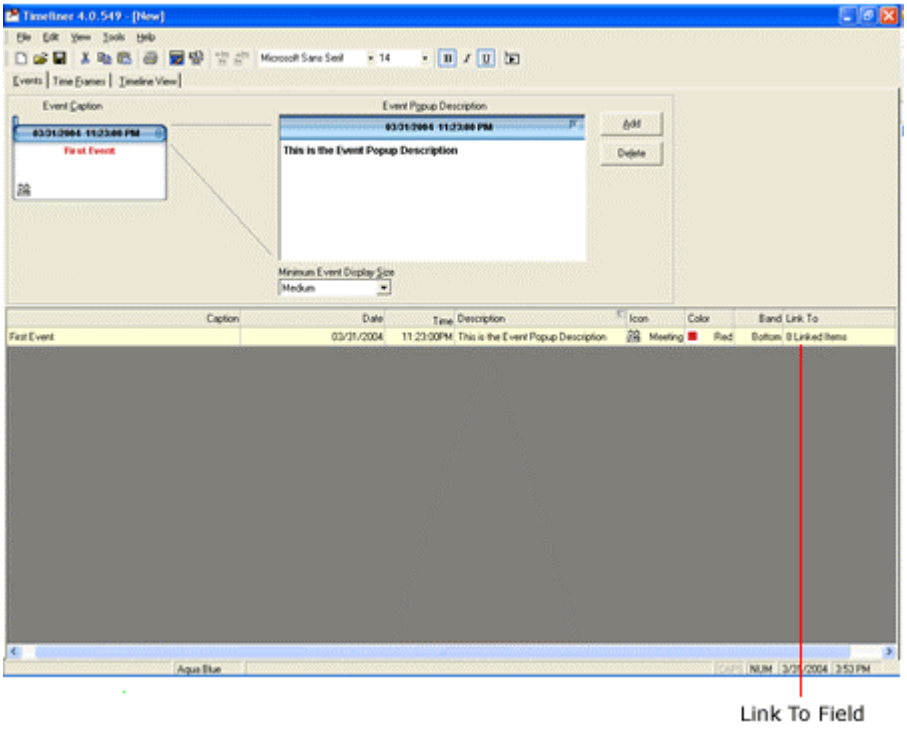
The event can appear either on a top or bottom band. By default top band is selected, if bottom band is selected, the chronological time line moves to the middle and time events are displayed on either side:

1. Double click in Band field
2. Click the located on the right side of the Band field.
3. Select Top or Bottom from the dropdown list



Adding Linked Exhibits To Events

Exhibits can Linked to events and then managed using the Event Exhibits Manager



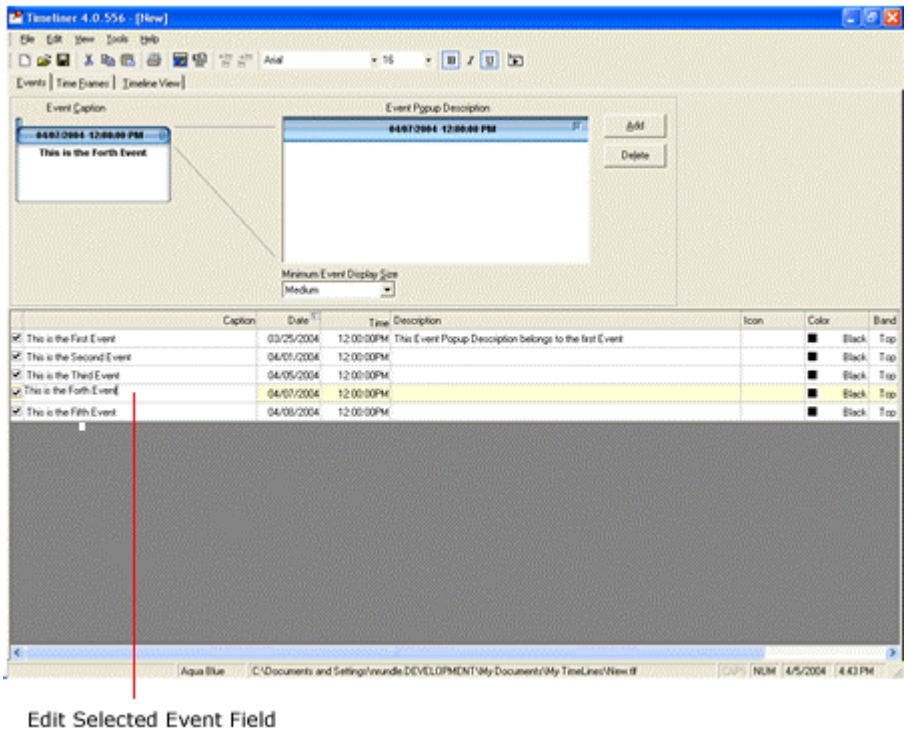
1. Double click in Link To field
2. Click the located on the right side of the Link To field to open the Event Exhibits Manager.

3. Exhibits can be added to each event, using the **[Add]** button, or Drag-drop method from Windows Explorer
4. Click **[Close]** when finished.

A full detailed explanation of the Event Exhibits Manager can be found under Here

Editing Events

1. Select **Events** from the View Menu or click on the **Events** tab



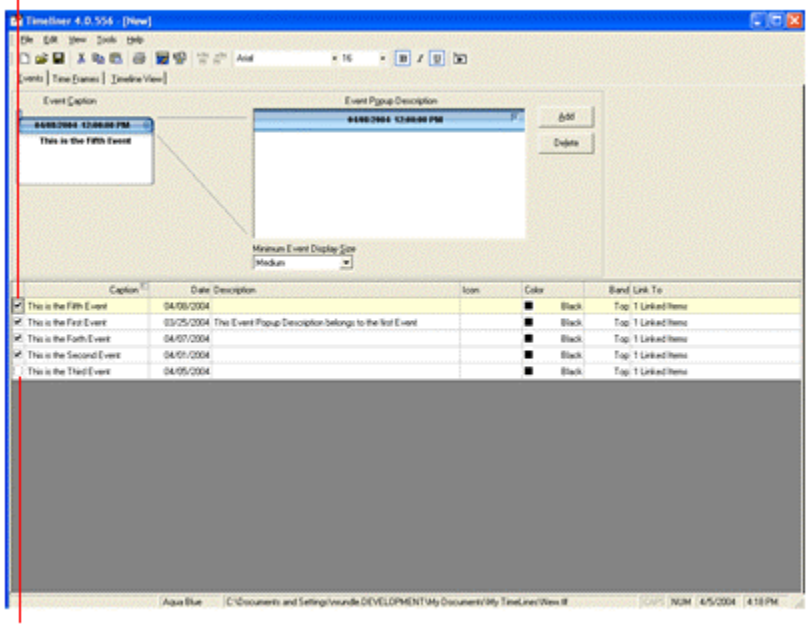
2. Select the Event field that is to be edited
3. Edit the Field
4. Click anywhere out side of the edited field, the Edit will be applied.

Hide Events Without Deleting

When a new Event is created, by default it is tagged to be visible.

To hide an Event(s) when in Timeline View or Presentation mode without deleting, uncheck the box located on the left of the Event Caption Field

Show/Hide Event Check Box(s)

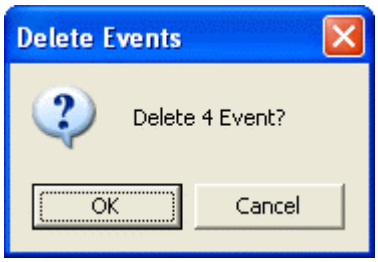


Uncheck Box(s) to Hide Event When in Timeline View or Presentation Mode

Note: *To show the Event after hiding, recheck the Show/Hide Event Checkbox*

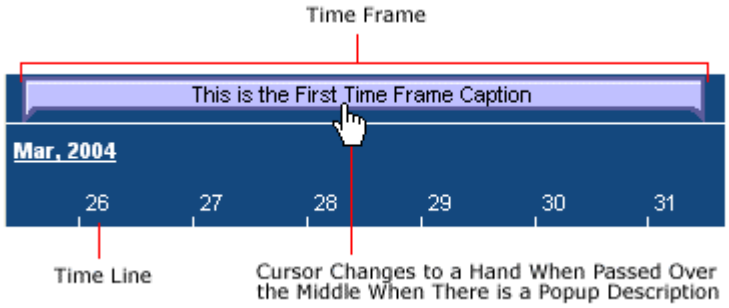
Delete Events

1. Select **Events** from the View Menu or click on the **Events** tab
2. Select the Event(s) from the Event List
3. Click the **[Delete]** button



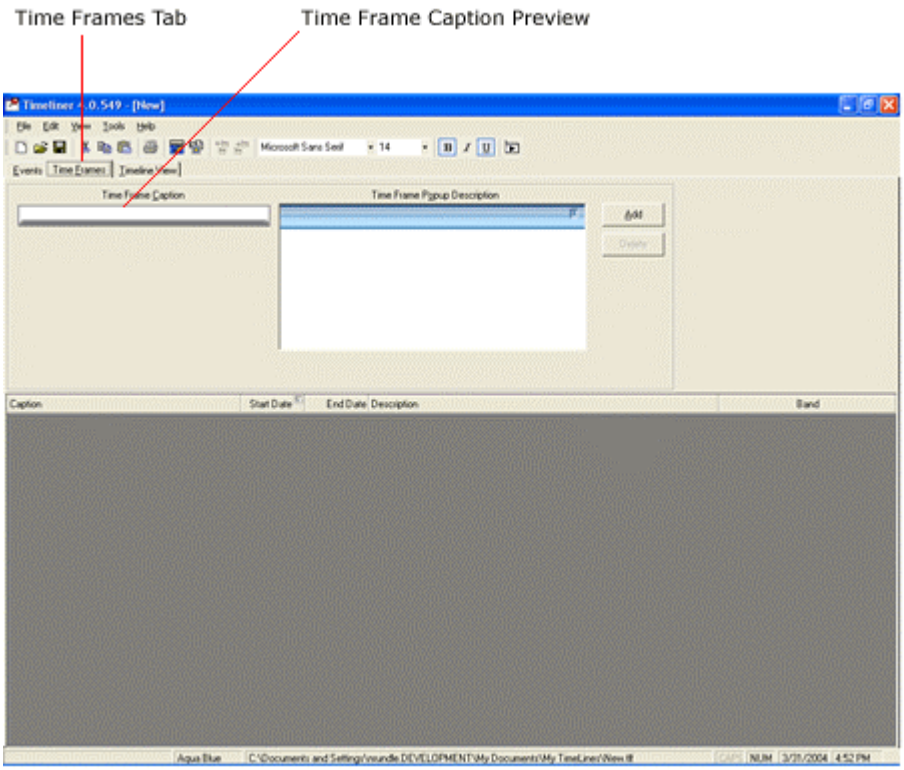
4. Click **[Ok]** to delete the events

Time Frames



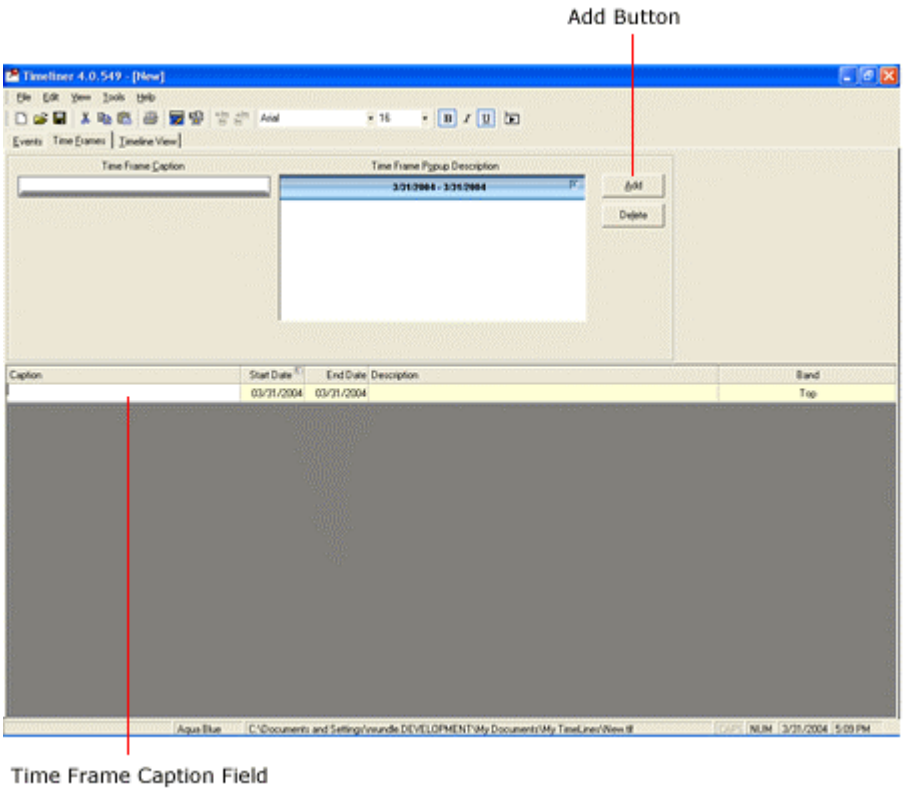
Create A New Time Frame And Add The Time Frame Caption

1. Select **Time Frames** from the View Menu or click on the **Time Frames** tab



2. Set the Font Name and Font Size
3. Click the **[Add]** button to add a new Time Frame to the Time Frame list

4. The Caption field for the new Time Frame will become active, ready for the Time Frame caption to be entered:

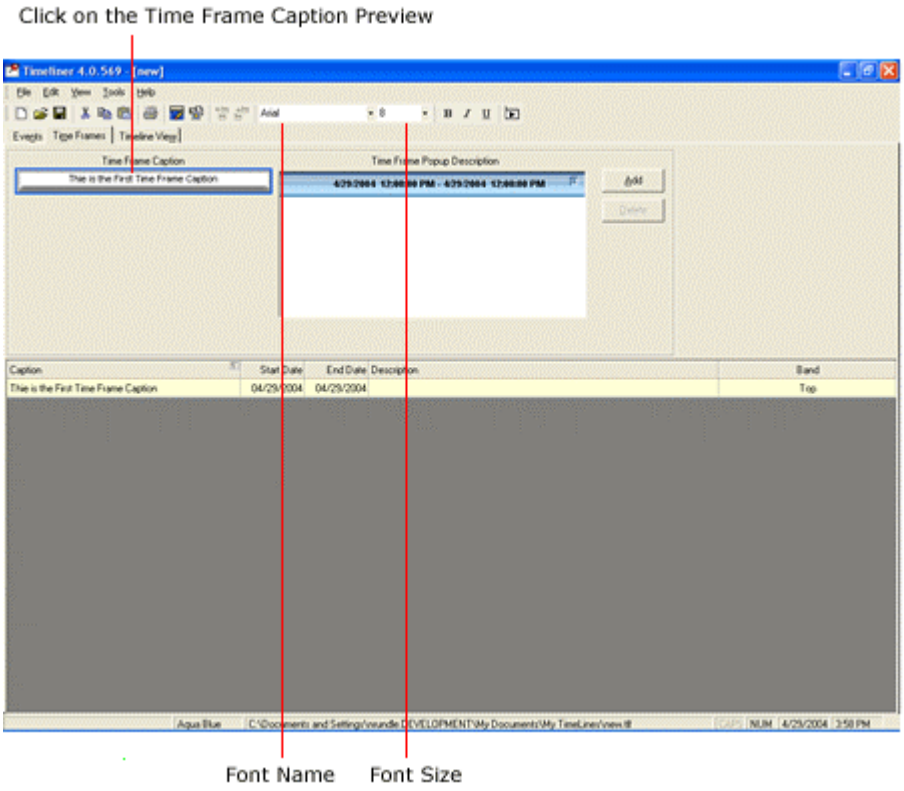


5. Enter the caption event and press **[Enter]**

Setting Time Frame Caption Text Font and Font Size

The time frame caption text font and font size can be set, this setting is a global setting for all the event captions text

1. Click on the Time Frame Preview, a blue box will appear to show it is active



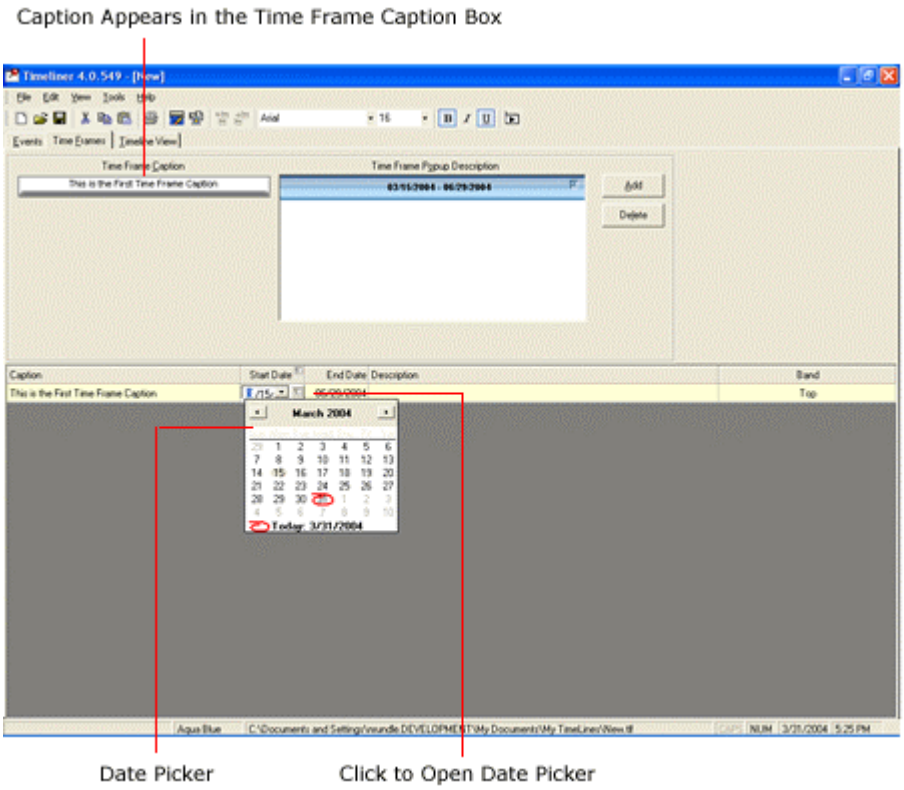
2. Set the Font Name
3. Set the Font Size

Setting The Start Date

A Start Date can be entered either by using the Date Picker or by typing a date into the Start Date field.

To enter a Start Date using the Date Picker:

1. Double click anywhere on the Start Date field
2. Click the located on the right side of the Start Date field
3. Use the Date Picker to select a Start Date for the Time Frame



When typing a Start Date, double click on the Start Date field and enter a date using one of the following supported formats:

- **mm/dd/yyyy** format
- **mm/dd/yy** format. The year for the date will be translated to this century
- **?** wild card. The wild card can be used to replace unknown day and/or month of the Time Frame Start Date. The wild card will assume the middle day of the month, or the middle month of the year:
  - ??/03/2004 would become 06/03/2004
  - 06/??/2004 would become 06/06/2004
- Yearly Seasons
  - **Spring** [March to May]. Entering the keyword Spring and the year will place the Time Frame Start Date in the middle day of April for that year

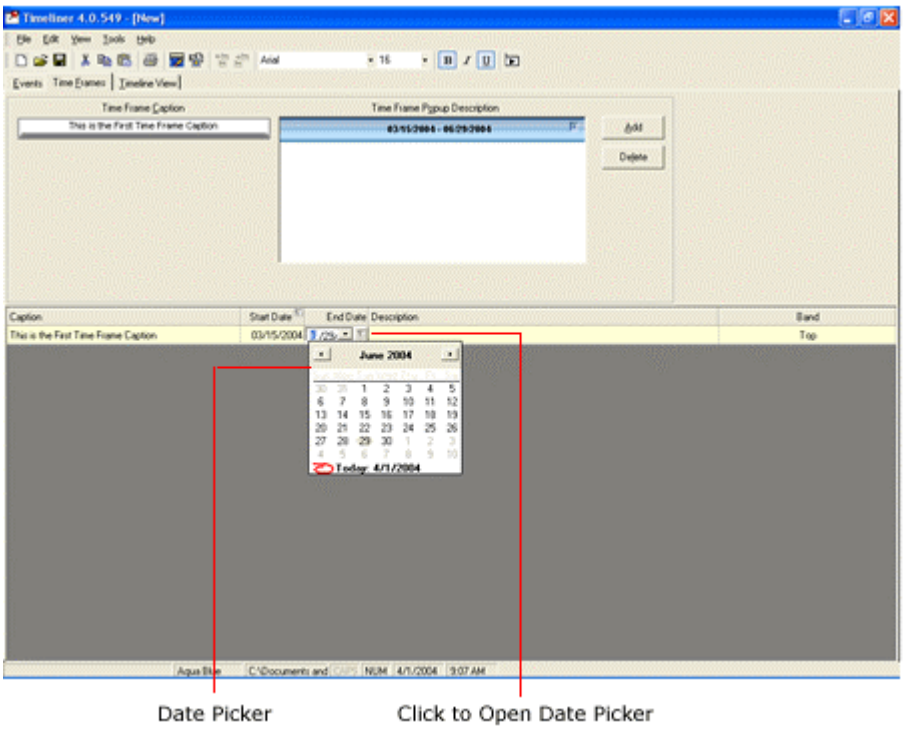
    - **Summer** [June to August]. Entering the keyword Summer and the year will place the Time Frame Start Date in the middle day of July for that year
    - **Fall** [September to November]. Entering the keyword Fall and the year will place the Time Frame Start Date in the middle day of October for that year
    - **Winter** [December to February]. Entering the keyword Winter and the year will place the Time Frame Start Date in the middle day of January for that year
- Month segments
    - **Early**. Entering the keyword Early and the month will place the Time Frame Start Date on the 5th day of the specified month
    - **Mid**. Entering the keyword Mid and the month will place the Time Frame Start Date on the 15th day of the specified month
    - **Late**. Entering the keyword Late and the month will place the Time Frame Start Date on the 25th day of the specified month
- Yearly Quarters
    - **1st Quarter** [January to March]. Entering the keywords 1st Quarter and the year will place the Time Frame Start Date in the middle day of February for that year
    - **2nd Quarter** [April to June]. Entering the keywords 2nd Quarter and the year will place the Time Frame Start Date in the middle day of May for that year
    - **3rd Quarter** [July to September]. Entering the keywords 3rd Quarter and the year will place the Time Frame Start Date in the middle day of August for that year
    - **4th Quarter** [October to December]. Entering the keywords 4th Quarter and the year will place the Time Frame Start Date in the middle day of November for that year

Setting The End Date

A End Date can be entered either by using the Date Picker or by typing a date into the End Date field.

To enter an End Date using the Date Picker:

1. Double click anywhere on the End Date field
2. Click the located on the right side of the End Date field
3. Use the Date Picker to select a End Date for the Time Frame



When typing a End Date double click on the End Date field and enter a date using one of the following supported formats:

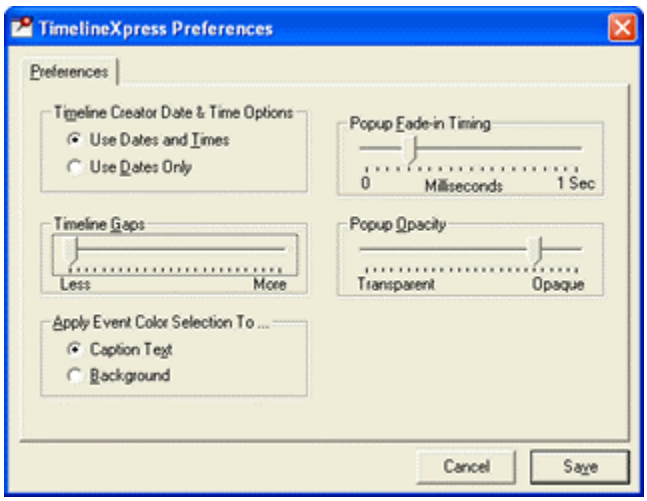
- **mm/dd/yyyy** format
- **mm/dd/yy** format. The year for the date will be translated to this century
- **?** wild card. The wild card can be used to replace unknown day and/or month of the Time Frame End Date. The wild card will assume the middle day of the month, or the middle month of the year:
  - ??/03/2004 would become 06/03/2004
  - 06/??/2004 would become 06/06/2004
- Yearly Seasons
  - **Spring** [March to May]. Entering the keyword Spring and the year will place the Time Frame End Date in the middle day of April for that year
  - **Summer** [June to August]. Entering the keyword Summer and the year will place the Time Frame End Date in the middle day of July for that year

    - **Fall** [September to November]. Entering the keyword Fall and the year will place the Time Frame End Date in the middle day of October for that year
    - **Winter** [December to February]. Entering the keyword Winter and the year will place the Time Frame End Date in the middle day of January for that year
- Month segments
    - **Early**. Entering the keyword Early and the month will place the Time Frame End Date on the 5th day of the specified month
    - **Mid**. Entering the keyword Mid and the month will place the Time Frame End Date on the 15th day of the specified month
    - **Late**. Entering the keyword Late and the month will place the Time Frame End Date on the 25th day of the specified month
- Yearly Quarters
    - **1st Quarter** [January to March]. Entering the keywords 1st Quarter and the year will place the Time Frame End Date in the middle day of February for that year
    - **2nd Quarter** [April to June]. Entering the keywords 2nd Quarter and the year will place the Time Frame End Date in the middle day of May for that year
    - **3rd Quarter** [July to September]. Entering the keywords 3rd Quarter and the year will place the Time Frame End Date in the middle day of August for that year
    - **4th Quarter** [October to December]. Entering the keywords 4th Quarter and the year will place the Time Frame End Date in the middle day of November for that year

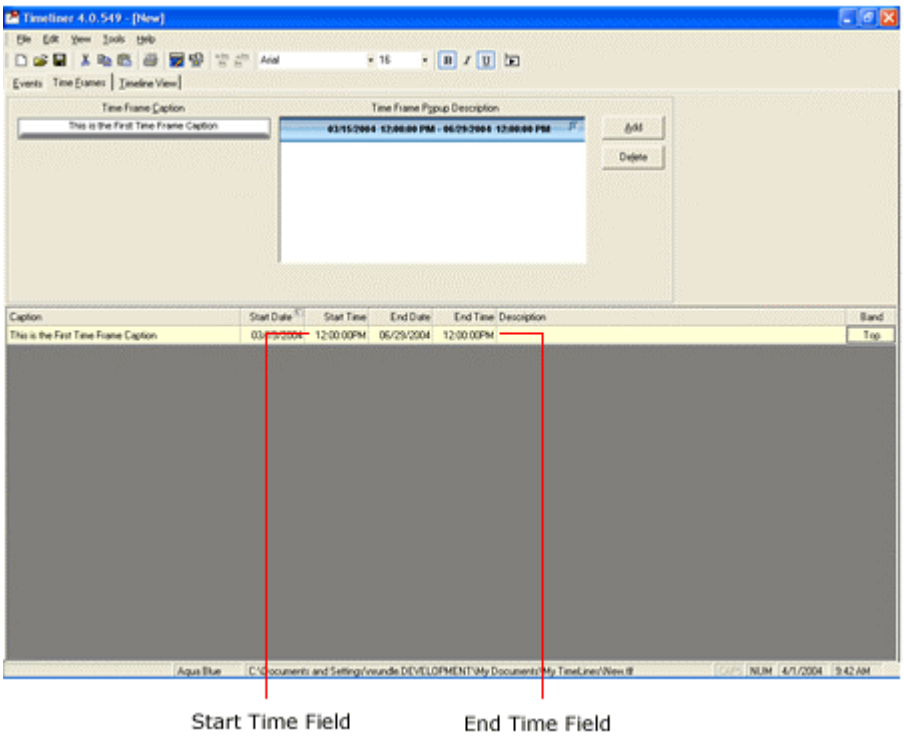
Setting Start Time And End Time

A Start Time and End Time can be assigned to a Time Frame Date. The **Use Dates and Times** Property must be set on the timeline preferences. This is a global property, which affects Events.

1. Select **Preferences** from the View Menu



2. Select the **Use Dates and Times** from the Timeline Creator Date and Time Options
3. Click **[Save]**



Note: *When this option is selected the Start Time and End Time fields become visible and default time of 12:00:00PM is automatically assign to the event.*

Entering A Start Time

A Start time can be entered either by using the Time Setter Tool or by typing a time into the Start Time field. Time is stored in HH:MM:SS AM/PM format

To enter a Start Time using the Time Setter Tool

1. Double click anywhere on the Start Time field,
2. Click the located on the right side of the Start Time field.
3. Highlight the part of the time that is to be set (HH or MM or SS)
4. Use the up control to increase the time or the down control to decrease the time
5. Highlight the next part of the time to be set and adjust it

6. Press **[Enter]** to set the Time

When typing a time, double click on the Start Time field and enter a time using one of the following supported formats:

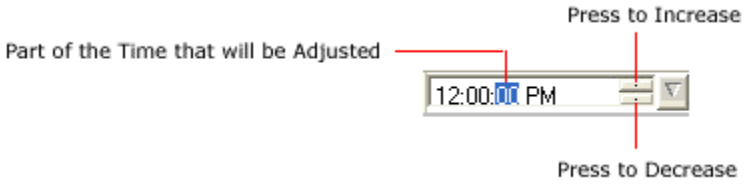
- **H:M:S** - Will be converted to standard time adding either AM or PM
- **HH:MM:SS AM**
- **HH:MM:SS PM**
- **HH:MM:SS** - Where the hours can be entered under the 24 hour clock format and will be converted to standard time adding either AM or PM
- **H.M.S** - Will be converted to standard time adding either AM or PM
- **HH.MM.SS** - Where the hours can be entered under the 24 hour clock format and will be converted to standard time adding AM or PM

Entering An End Time

An End Time can be entered either by using the Time Setter Tool or by typing a time into the End Time field. Time is stored in HH:MM:SS AM/PM format

To enter an End Time using the Time Setter Tool

1. Double click anywhere on the End Time field,
2. Click the located on the right side of the End Time field.
3. Highlight the part of the time that is to be set (HH or MM or SS)
4. Use the up control to increase the time or the down control to decrease the time
5. Highlight the next part of the time to be set and adjust it



6. Press **[Enter]** to set the Time

When typing a time, double click on the End Time field and enter a time using one of the following supported formats:

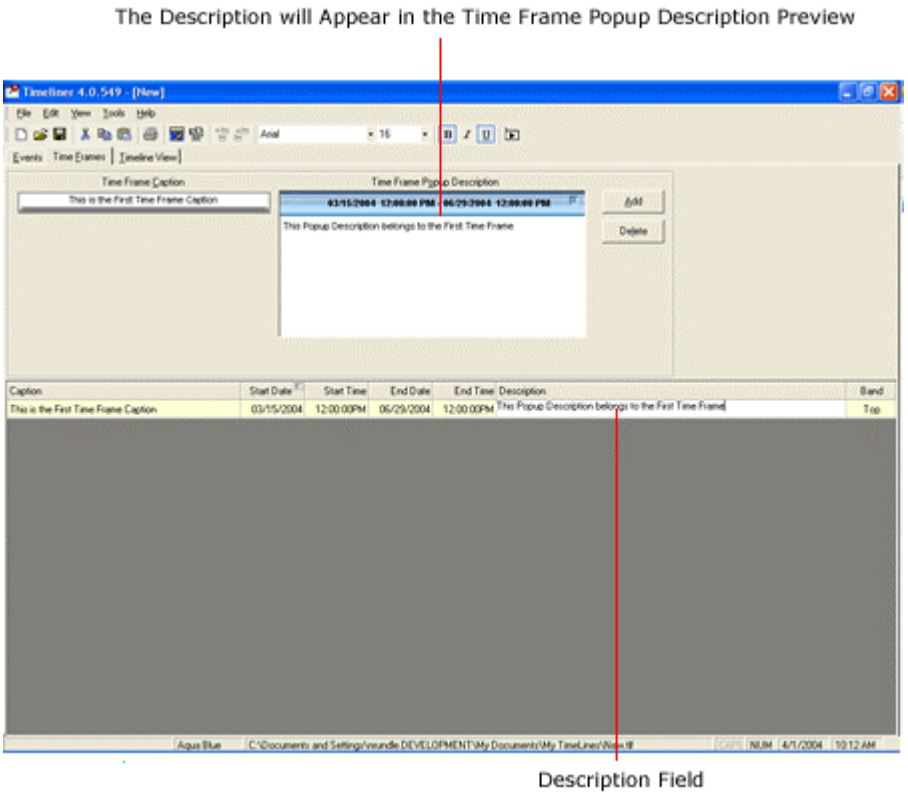
- **H:M:S** - Will be converted to standard time adding either AM or PM
- **HH:MM:SS AM**
- **HH:MM:SS PM**
- **HH:MM:SS** - Where the hours can be entered under the 24 hour clock format and will be converted to standard time adding either AM or PM
- **H.M.S** - Will be converted to standard time adding either AM or PM
- **HH.MM.SS** - Where the hours can be entered under the 24 hour clock format and will be converted to standard time adding AM or PM

Adding Time Frame Popup Description

Time Frame Popup Description are optional. The Time Frame Popup Description can then be viewed in presentation mode by clicking the middle of the Time Frame bar

To add a Time Frame Popup Description:

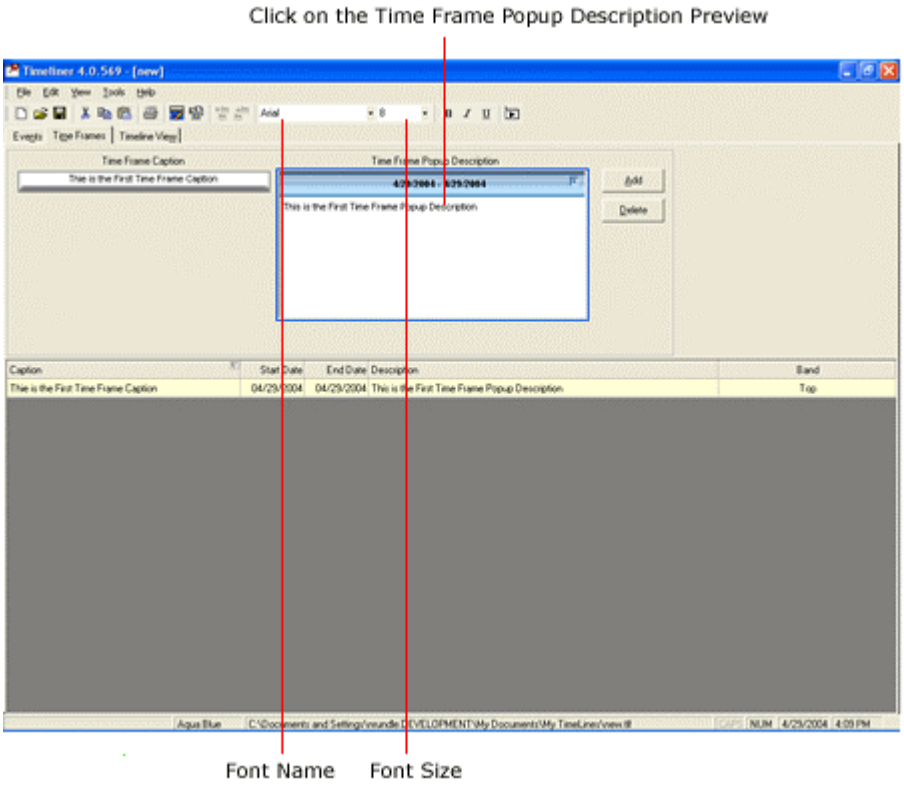
1. Double click in the Description field
2. Enter the description and press **[Enter]**
3. The Description will appear Time Frame Popup Description preview window



Setting Time Frame Popup Description Text Font and Font Size

The time Frame popup description text font and font size can be set, this setting is a global setting for all the event popup description text

1. Click on the Time Frame Description Preview, a blue box will appear to show it is active

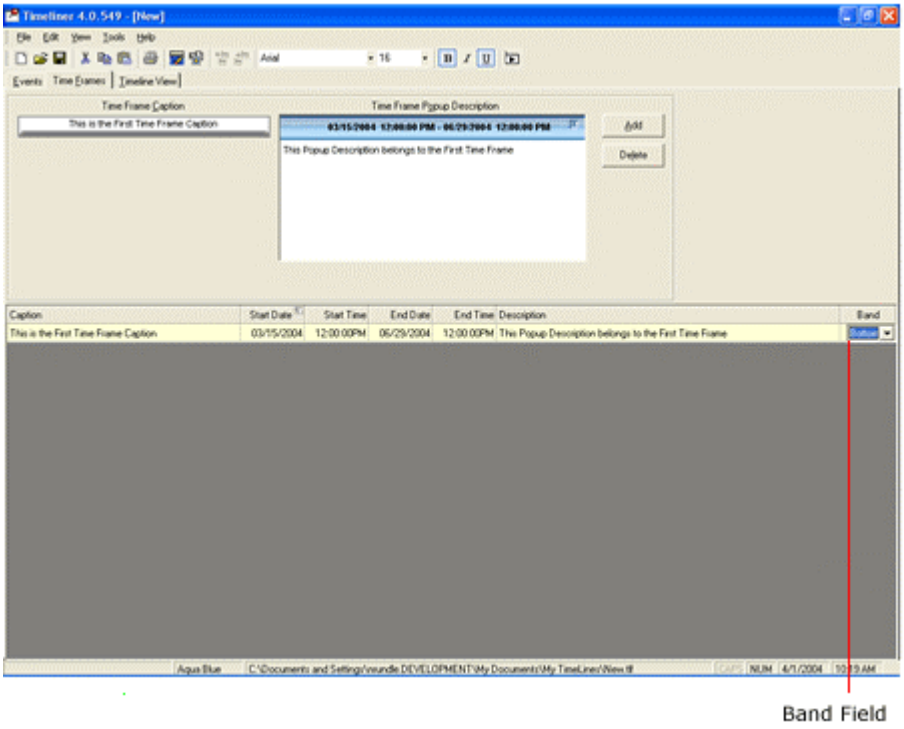


2. Set the Font Name
3. Set the Font Size

Set The Band

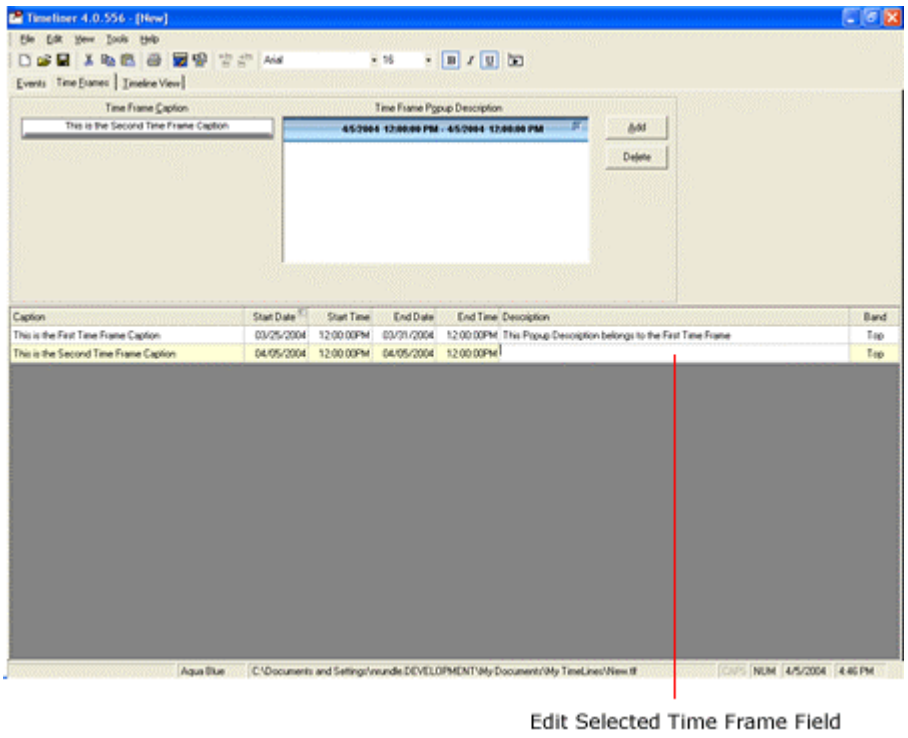
The Time Frame can appear either on a top or bottom band. By default top band is selected.

1. Double click in Band field
2. Click the located on the right side of the Band field.
3. Select Top or Bottom from the dropdown list



Editing Time Frames

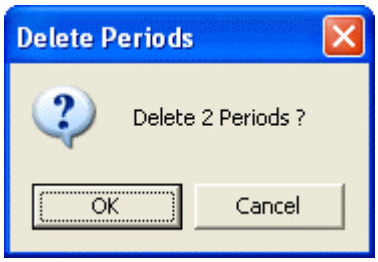
1. Select **Time Frames** from the View Menu or click on the **Time Frames** tab



2. Select the Time Frame field that is to be edited
3. Edit the Field
4. Click anywhere out side the edited field, the Edit will be applied.

Deleting Time Frames

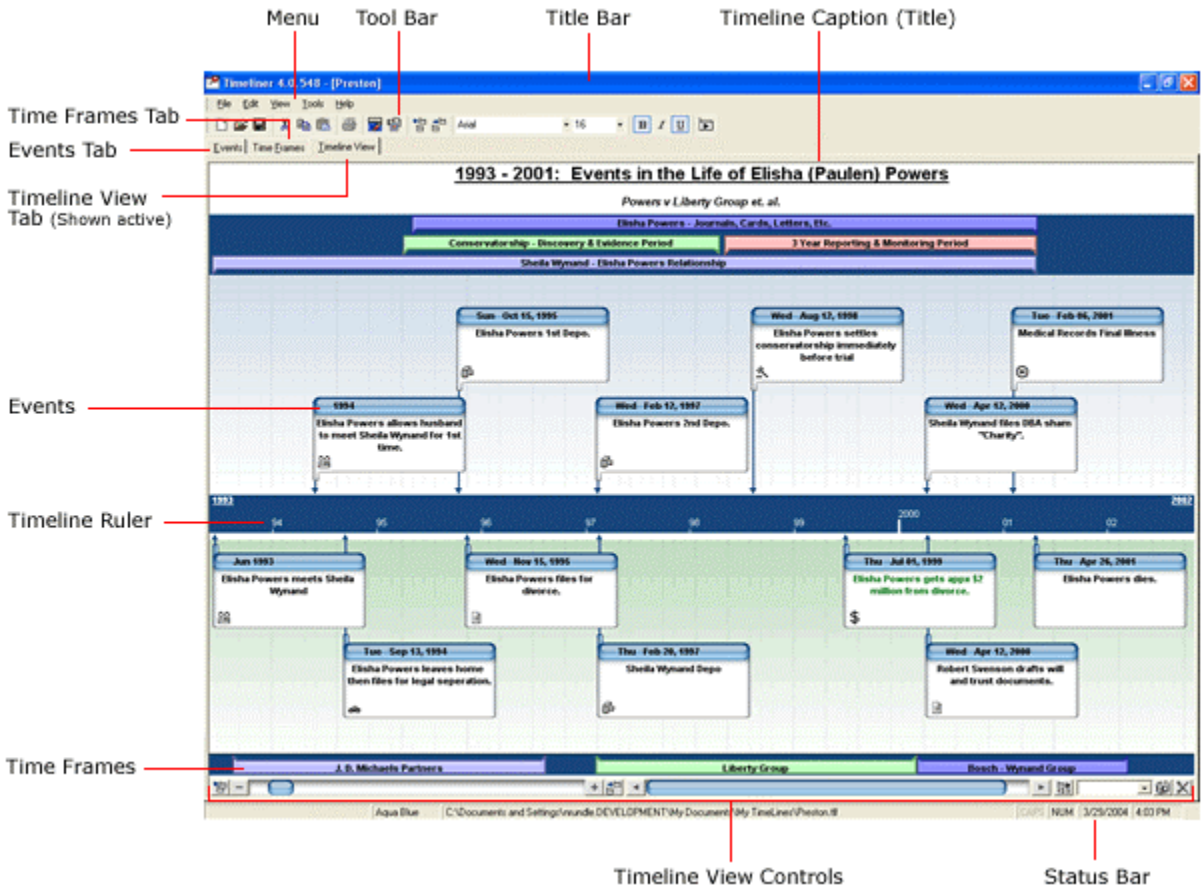
1. Select **Time Frames** from the View Menu or click on the **Time Frames** tab
2. Select the **Time Frames(s)** from the Time Frames List
3. Click the **[Delete]** button



4. Click **[Ok]** to delete the events

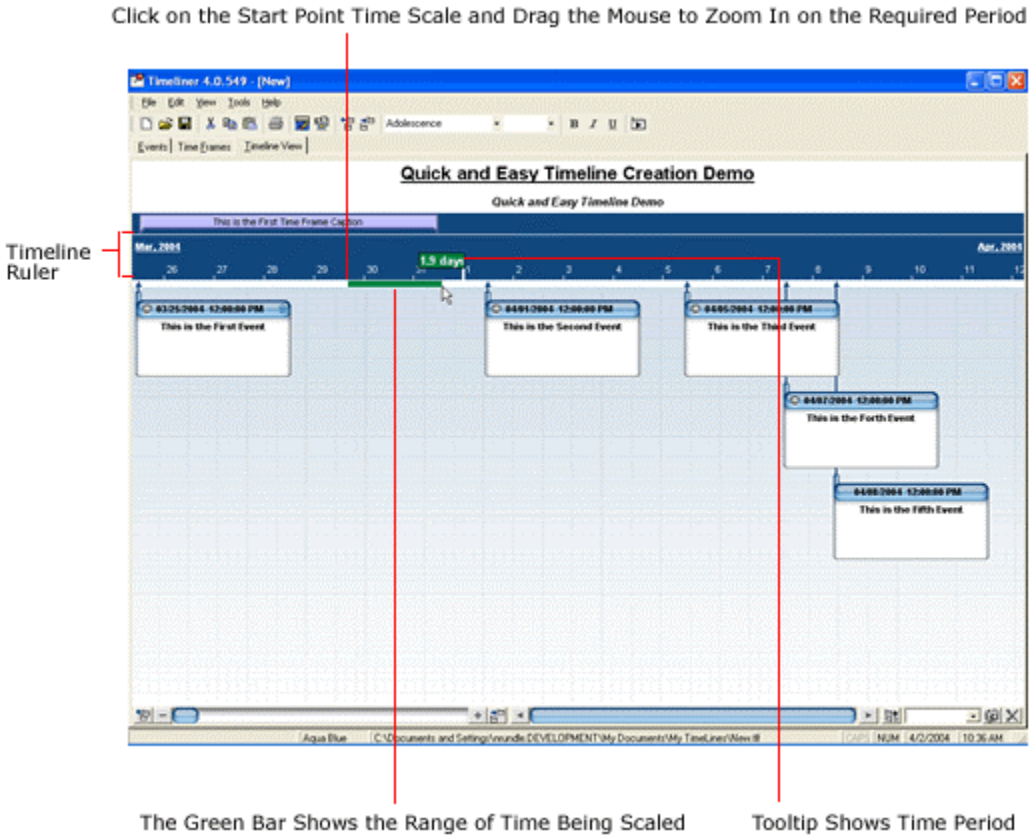
Timeline View

The Timeline View is extremely feature rich interactive view of a timeline, which includes:



Adjusting The Time Scale

1. Place the mouse anywhere on the Timeline Ruler.
2. Hold the Left Mouse button down and drag side-ways to Zoom In on period of time Scale.


Click on the Start Point Time Scale and Drag the Mouse to Zoom In on the Required Period
Timeline Ruler
Quick and Easy Timeline Creation Demo
Quick and Easy Timeline Demo
1.5 days
The Green Bar Shows the Range of Time Being Scaled
Tooltip Shows Time Period

3. Once the Time Scale Range has been reached, release the mouse button.
4. Depending on the number of Events and whether or not a Time was set, The events will become more spread out. Use the Pan controls or the mouse to scroll along the time line to view the Events.

Scaling Out

To Scale out again either use the button or the slider located on the viewer controls.

Resetting To Its Original Time Scale

Double clicking the left mouse button anywhere on the timeline will restore the entire timeline to its original state before any events were moved.

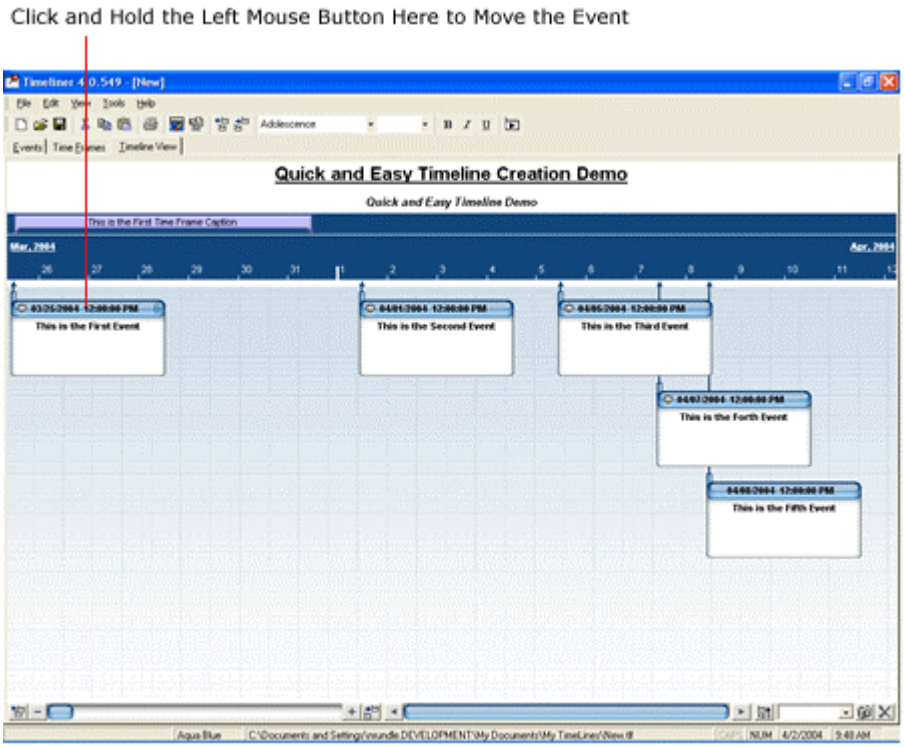
Panning Along Timelines

To pan back and forth to see events that are spaced out along the timeline that may span multiple pages, use one of these methods:

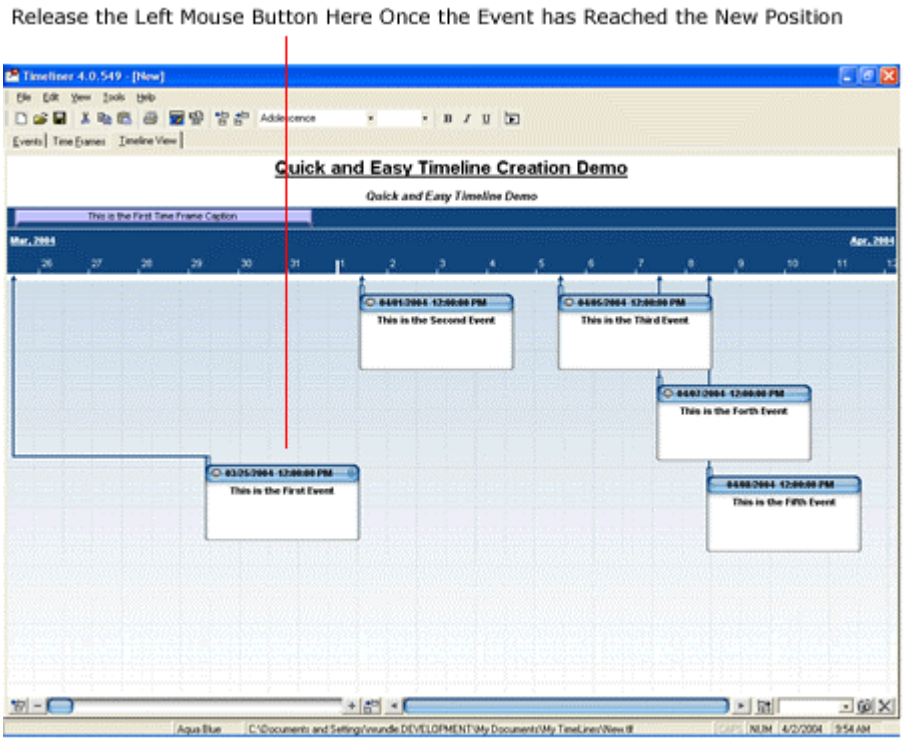
- Hold the Left mouse button down on the timeline and drag to move back and forth along the timeline.
- Use the Pan Back, Pan Forward and the Pan slider bar to move aback and forth along the timeline.
- Right click on the timeline and select **Pan to Left End** or **Pan to Right End** from the context menu to move to either end of the timeline

Moving Events To A New Position On The Timeline

1. Clicking the left mouse button in the middle of the event header


Click and Hold the Left Mouse Button Here to Move the Event
Quick and Easy Timeline Creation Demo
Quick and Easy Timeline Demo
This is the First Event
This is the Second Event
This is the Third Event
This is the Forth Event
This is the Fifth Event

2. Drag the event to the required position


Release the Left Mouse Button Here Once the Event has Reached the New Position
Quick and Easy Timeline Creation Demo
Quick and Easy Timeline Demo
This is the Second Event
This is the Third Event
This is the Forth Event
This is the First Event
This is the Fifth Event

3. Release the mouse button when the event has reached its new position

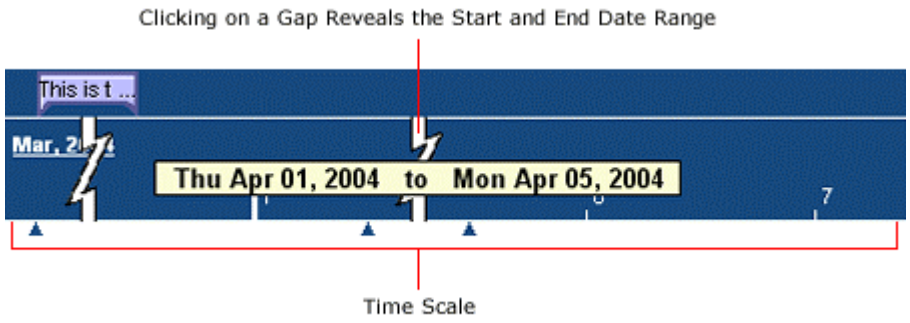
Moving Events Back To Their Original Position

- Single events that have been moved can be returned to their original position by right clicking on the header.
- Double clicking the left mouse button anywhere on the timeline will restore the entire timeline to its original state before any events were moved.

Time Scale Gaps

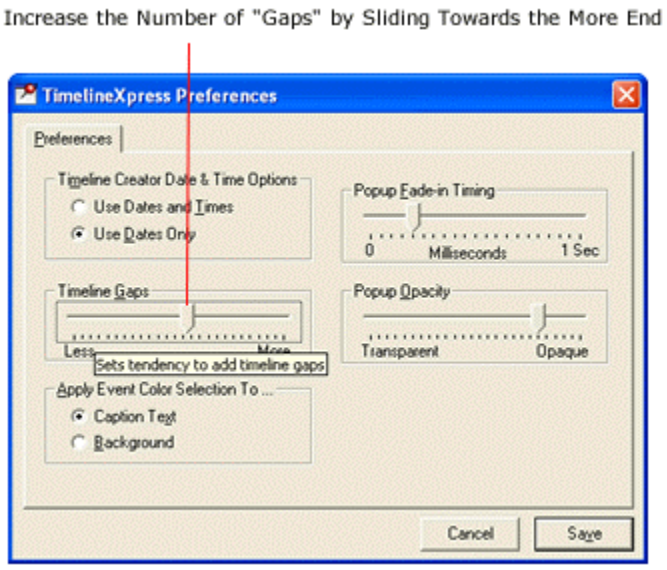
Once a timeline is created, there may be long periods of time between events. When either viewing or printing, it maybe desirable to remove the empty time periods by inserting Gaps

When a Gap is Present, clicking anywhere in the middle of it reveals its the Start and End dates:

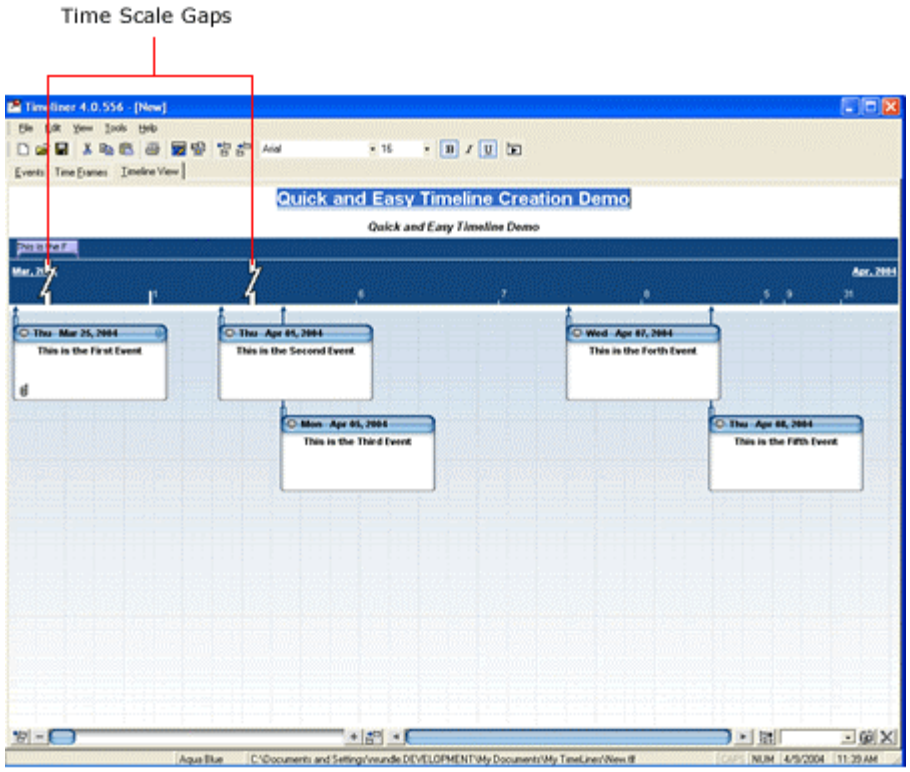


Inserting Gaps

1. Select **Preferences** from the View Menu

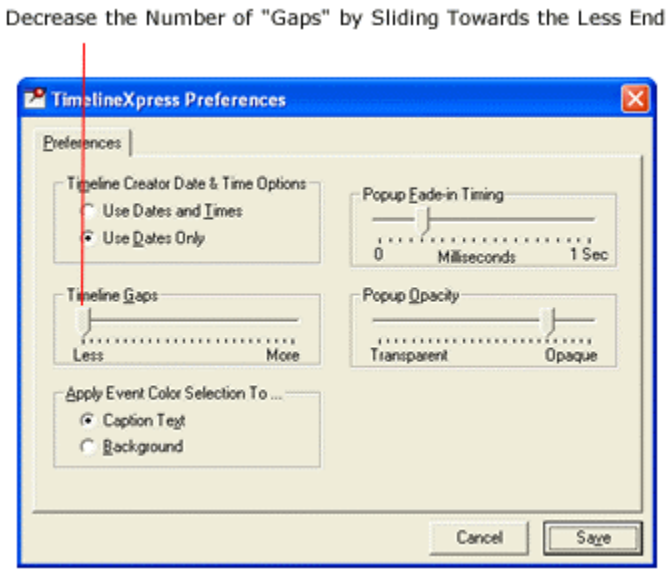


2. Adjust the Timeline Gaps by moving the slider. Moving the slider up towards the **more** will increase the number of Gaps that will be calculated onto the timeline view

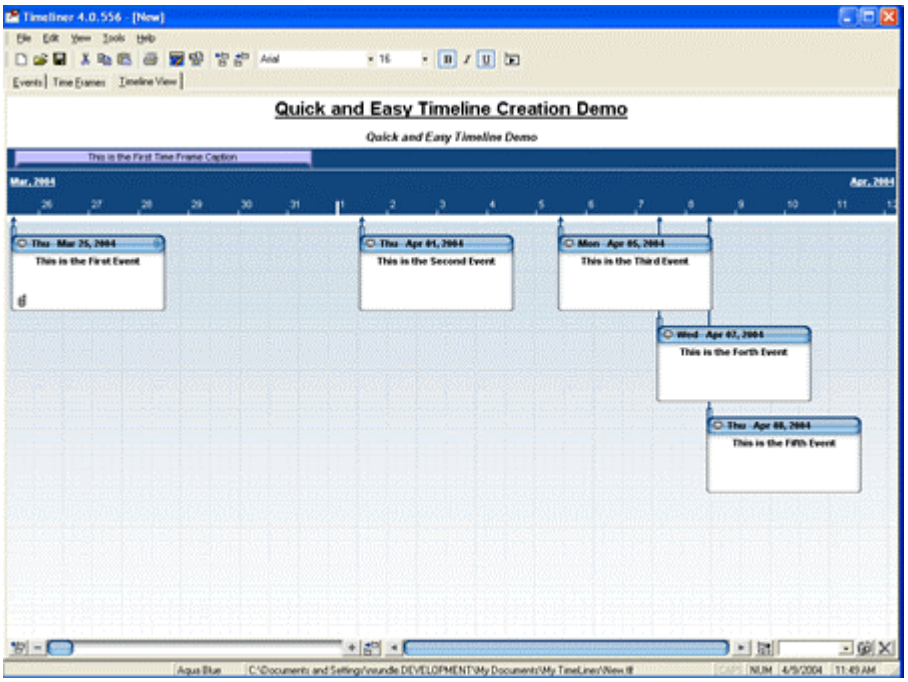

Time Scale Gaps
Quick and Easy Timeline Creation Demo
Quick and Easy Timeline Demo
This is the First Event
This is the Second Event
This is the Third Event
This is the Forth Event
This is the Fifth Event

Removing Gaps

1. Select **Preferences** from the View Menu



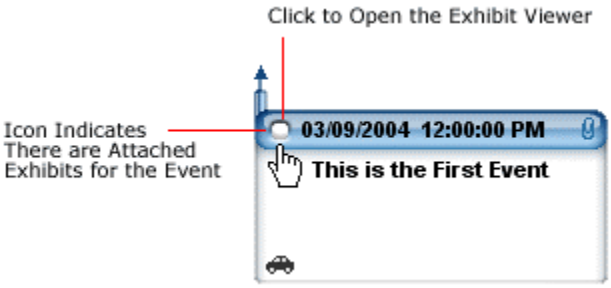
2. Adjust the Timeline Gaps by moving the slider. Moving the slider up towards the **less** will decrease the number of Gaps that will be calculated onto the timeline view


Quick and Easy Timeline Creation Demo
Quick and Easy Timeline Demo
This is the First Event
This is the Second Event
This is the Third Event
This is the Forth Event
This is the Fifth Event

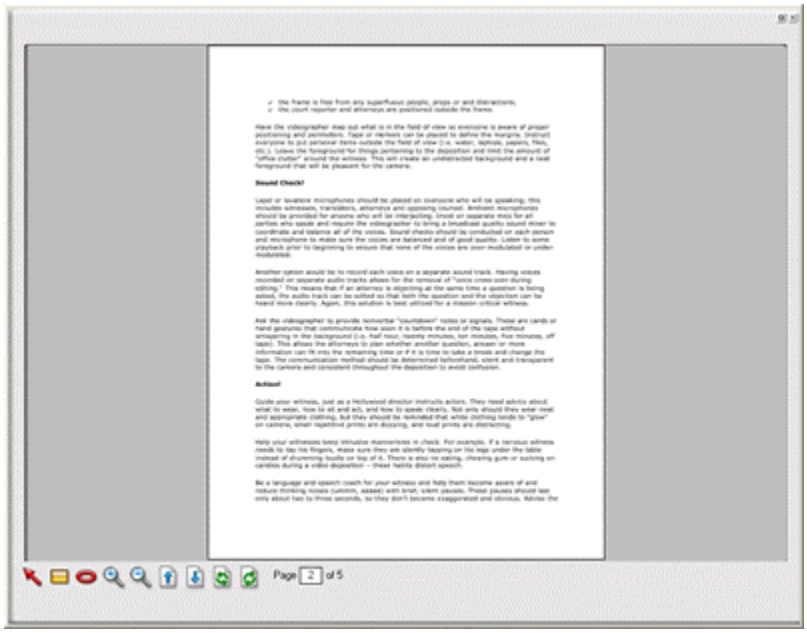
Viewing Attached Document And Photo Exhibits

Events that have linked document and photo exhibit(s) attached have an icon, such as , located on the left hand side of the Event header. To view the attached document and photo exhibits from within the Timeline View.

1. Click the icon of the event header that the exhibit(s) are to be viewed



2. The Exhibit Viewer will be Launched:

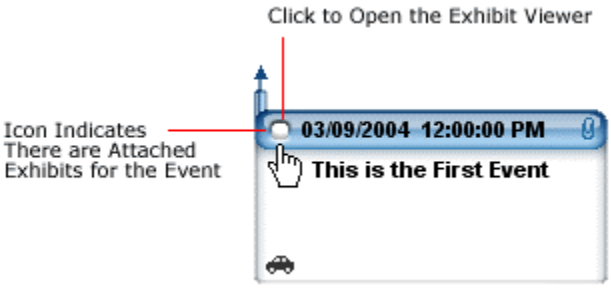


If the are more than one exhibit attached, use either the or buttons to scroll back and forth the attached exhibits. Alternatively by entering the page number in the page number text field Page 1 of 11, the corresponding exhibit will be loaded into the viewer

Viewing Attached Multimedia Exhibits

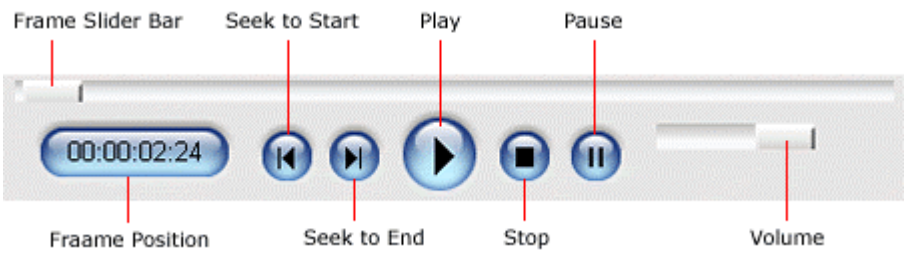
Events that have linked multimedia exhibit attached have an icon, such as , located on the left hand side of the Event header. To view the attached multimedia exhibit from within the Timeline View.

1. Click the icon of the event header that the exhibit are to be viewed



2. The Multimedia Exhibit Viewer will be Launched:

- Multimedia Viewer Controls Overview:



Viewing Event Popup Descriptions

The Events can have Event Popup Descriptions attached to them, to view them

Viewing An Event Popup Description

1. Click the icon of the Event header that the Popup Description is to be viewed

2. The Popup Description Box will be launched for that event

Moving The Popup Description Box On The Screen

It may be necessary to move the Popup Description box.

1. Click on the Event Popup Description Header and hold down either the left or right mouse button.
2. Drag the Popup Description Box to its new location
3. Release the Popup Description in its new position

Closing A Popup Description Box

Either:

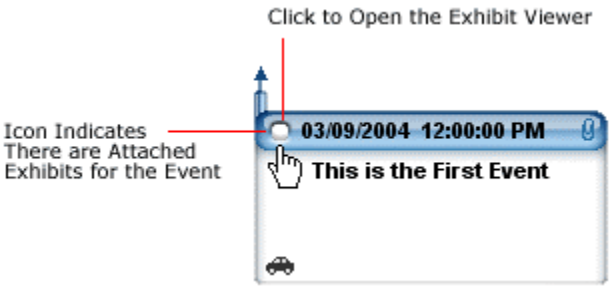
- Click the **[X]** located on the top left hand side of the Popup Description Header Box
- Double click the center of the Popup Description Header Box

Zooming In And Out Of Attached Exhibits

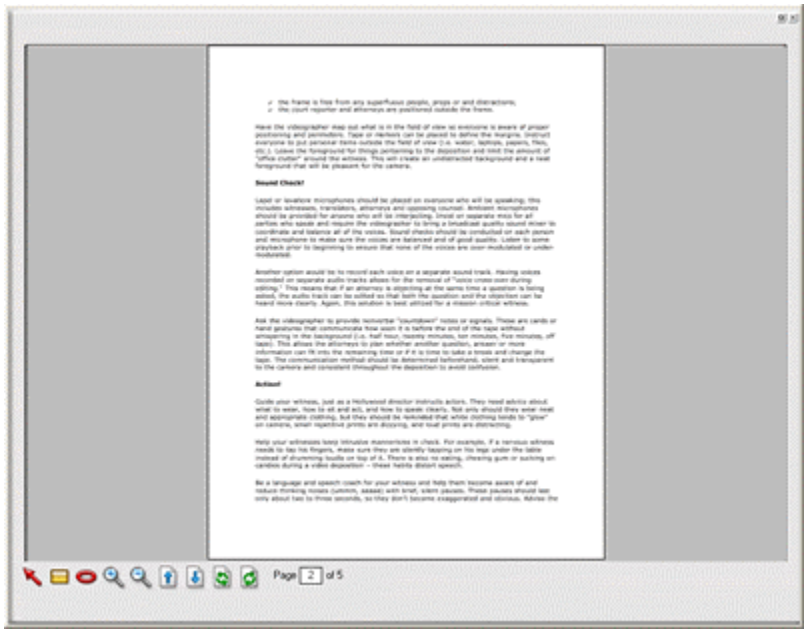
The Exhibit Viewer window has built in Zoom in and Out controls.

Opening The Attached Exhibits Viewer

1. Click the icon of the event header that the exhibit(s) are to be viewed



2. The Exhibit Viewer will be Launched:



Zooming In

Either:

- Select the button and hold down until the desired Zoom has been achieved
- Hold the left Mouse button down and drag over the area of the Exhibit that is to be magnified

Zooming Out

Either:

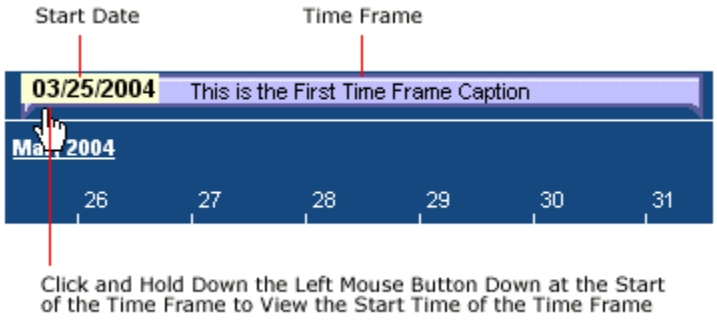
- Select the button and hold down until the desired Zoom out has been achieved
- Double click the left Mouse button anywhere on the item and the Exhibit will be returned to its original size

Viewing Time Frame Start And End Dates

The Start and End times for a Time Frame can be viewed when in the timeline view or presentation mode:

Viewing The Start Date

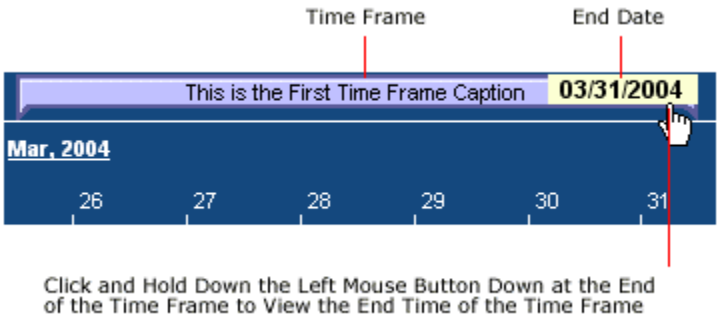
1. Click and hold the left mouse button down over the start of the Time Frame, the Start time will be shown



2. Release the Mouse button when finished viewing the Start Date

Viewing The End Date

1. Click and hold the left mouse button down over the End of the Time Frame, the End time will be shown



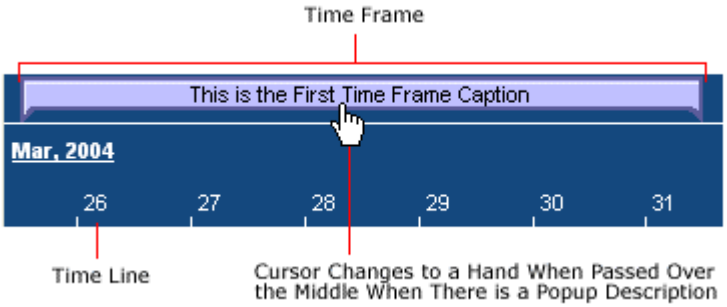
2. Release the mouse button when finished viewing the End Date

Viewing Time Frame Popup Descriptions

The Time Frames can have Event Popup Descriptions attached to them.

Viewing A Time Frame Popup Description

1. Click the right mouse button anywhere on the Time Frame



2. The Popup Description Box will be launched for that Time Frame

Moving The Popup Description Box On The Screen

It may be necessary to move the Popup Description box.

1. Click on the Time Frame Popup Description Header and hold down either the left or right mouse button.
2. Drag the Popup Description Box to its new location
3. Release the Popup Description in its new position

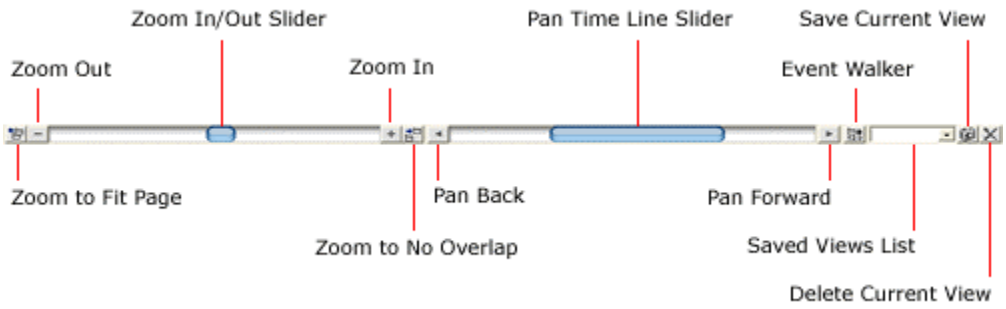
Closing A Popup Description Box

Either:

- Click the **[X]** located on the top left hand side of the Popup Description Header Box
- Double click the center of the Popup Description Header Box

Timeline View Controls

The Timeline View is feature rich in interactive controls:



Zoom Out

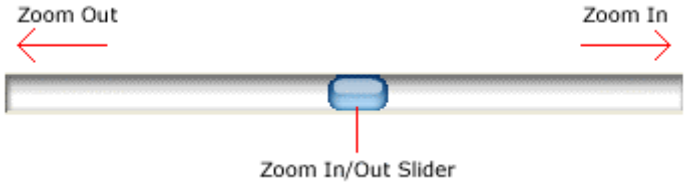
- The button will zoom out the time line scale

Zoom In

- The button will zoom in the time line scale

Zoom In/Out Slider

- The Zoom In/Out Slider button will zoom in and out the time line scale



Zoom To Fit Page Button

- The button will adjust the timeline to fit the events onto one page

Zoom To No Overlap Button

- The button will adjust the timeline with no events overlapping

Pan Back Button

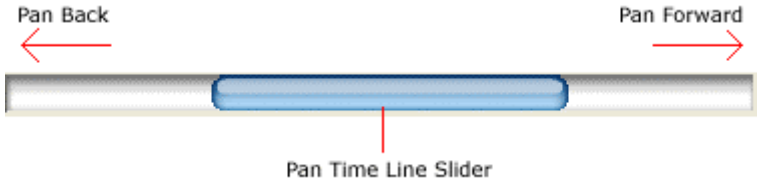
- The button pans the timeline back along the time scale

Pan Forward Button

- The button pans the timeline forward along the time scale

Pan Time Line Slider

- The Pan tine line slider moves the timeline back and forward along the time scale

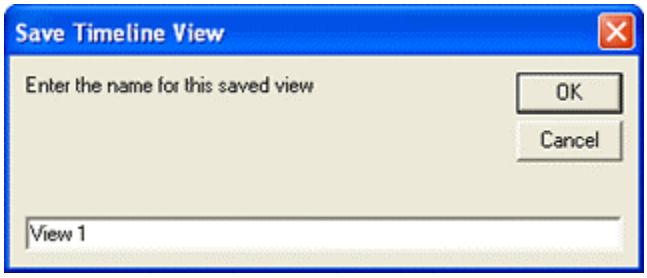


Event Walker Button

- The button activates Event Walker.
- Clicking the Event Walker the first time clears the all the events off the timeline
- Left mouse clicking on the Event Walker button will add an event at a time and move the Timeline to that event
- Right mouse clicking on the Event Walker button will remove an event at a time
- To restore all the events at any one time, double click anywhere on the timeline

Save View Button

1. Click the button which is located on the right side of the Status bar



2. Enter a Name for the View
3. Click **[Ok]** to create the saved view

Saved Views List

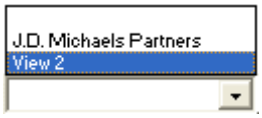
Views that have been created can be viewed from the Saved Views list

1. Select and click on the view from the Saved Views dropdown list

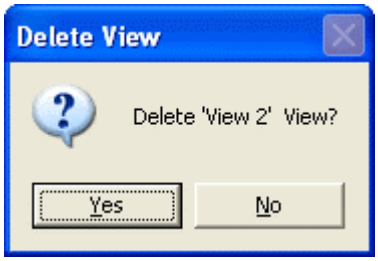
2. The view will automatically be loaded when selected

Delete View Button

1. Select and click on the view from the Saved Views dropdown list located on the Status Bar to make it active



2. Click the button located on the right side of the Status Bar



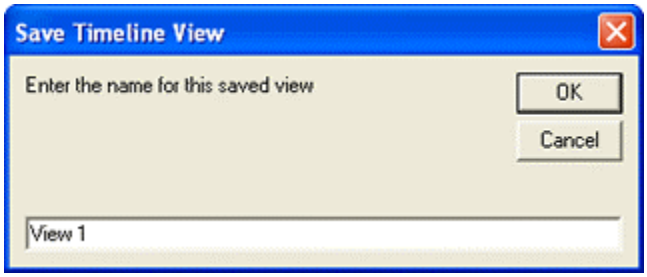
3. Click **[Yes]** to delete the selected view

Timeline Views

TimelineXpress views are snapshots of the timeline. Views can be used during presentation and can be printed

Creating Views

1. Adjust the timeline as required
2. Click the button which is located on the right side of the Status bar



3. Enter a Name for the View
4. Click **[Ok]** to create the saved view

Loading Views

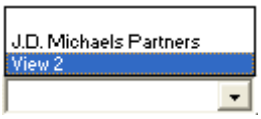
Views that have been created can be viewed

1. Select and click on the view from the Saved Views dropdown list located on the Status Bar

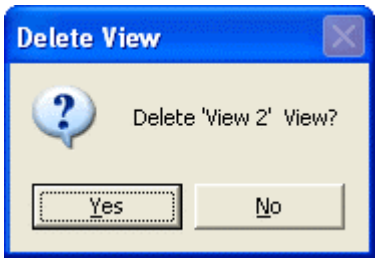
2. The view will automatically be loaded when selected

Deleting Views

1. Select and click on the view from the Saved Views dropdown list located on the Status Bar to make it active



2. Click the button located on the right side of the Status Bar



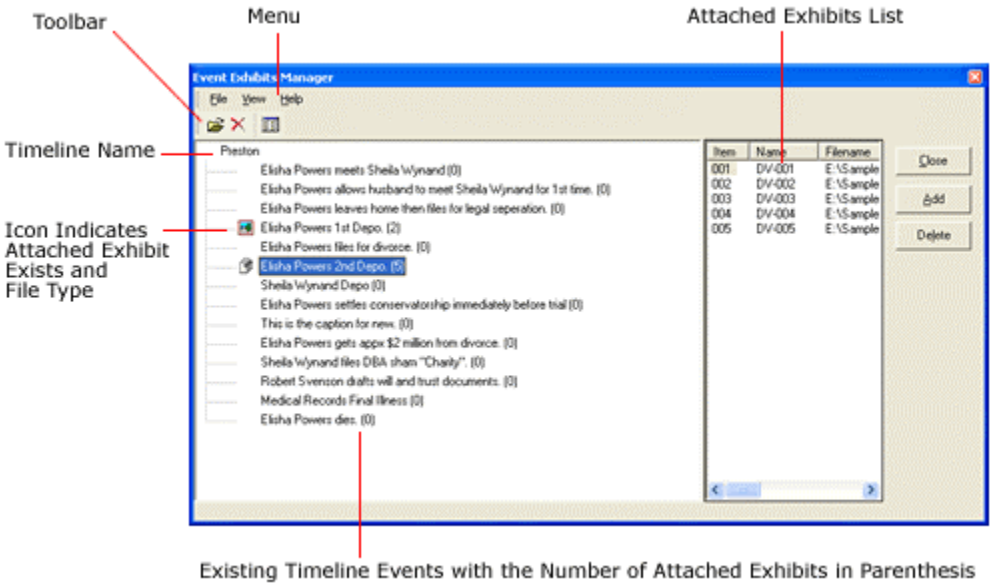
3. Click **[Yes]** to delete the selected view

Events Exhibits Manager Overview

The exhibits can be added and managed to events using the Event Exhibits Manager

Opening The Events Exhibit Manager

- Select **Event Exhibit Manager** from the tools menu
- Click the Toolbar button
- Right Click on the timeline and select **Event Exhibit Manager** from the context menu
- Dragging an exhibit onto the **Link To** field for the event on the Event Tab


Toolbar
Menu
Attached Exhibits List
Timeline Name
Icon Indicates Attached Exhibit Exists and File Type
Existing Timeline Events with the Number of Attached Exhibits in Parenthesis
Event Exhibits Manager
File View Help
Preston
Elisha Powers meets Sheila Wynand (0)
Elisha Powers allows husband to meet Sheila Wynand for 1st time. (0)
Elisha Powers leaves home then files for legal seperation. (0)
Elisha Powers 1st Depo. (2)
Elisha Powers files for divorce. (0)
Elisha Powers 2nd Depo. (5)
Sheila Wynand Depo (0)
Elisha Powers settles conservatorship immediately before trial (0)
This is the caption for new. (0)
Elisha Powers gets appx $2 million from divorce. (0)
Sheila Wynand files DBA sham "Charity". (0)
Robert Svenson drafts will and trust documents. (0)
Medical Records Final Illness (0)
Elisha Powers dies. (0)
Item
Name
Filename
001 DV-001 E:\Sample
002 DV-002 E:\Sample
003 DV-003 E:\Sample
004 DV-004 E:\Sample
005 DV-005 E:\Sample
Close
Add
Delete

View Events Attached Exhibits As A Detailed List

The attached exhibit list can be views as detailed list.

To view the attached exhibits as a detailed list do one of the following

- Select **Detail** from the view Menu
- Enter **[F6]**
- Click the Toolbar button select **Detail**

View Events Attached Exhibits As Thumbnails

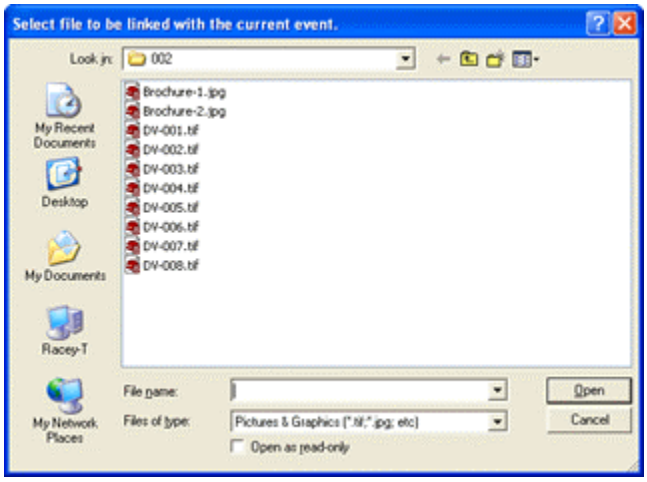
The attached exhibit list can be viewed as thumbnails.

To view the attached exhibits as thumbnails, do one of the following

- Select **thumbnail** from the view Menu
- Enter **[F5]**
- Click the Toolbar button and select **thumbnail**

Add Exhibits Manually

1. Open the Event Exhibits Manager using one of these methods:
    - Select **Event Exhibit Manager** from the tools menu
    - Click the Toolbar button
    - Right Click on the timeline and select **Event Exhibit Manager** from the context menu
    - Dragging an exhibit onto the event on the Event Tab
2. Select the event from the event list that the exhibit(s) is to be added to
3. Use one of the following methods to open the **Select file to be linked with the current event** window:
    - Select **Add linked items** from the File menu
    - Click the **[Add]** button
    - Click the Toolbar button
    - Right click anywhere in the Event list and select **Add Files to be linked to the Current Event** from the context menu

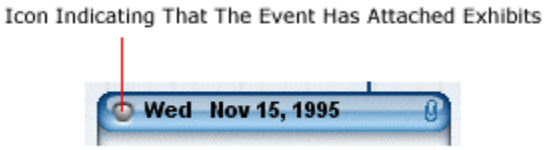


4. Navigate to the file(s)
5. Select the file(s)
6. Click **[Open]** to add the files to the Event

Note: *When the files are added they are given a unique Item ID*

7. Verify the Exhibits have been associated correctly
8. Click **[Close]** to close the Event Exhibit Manager

9. The Events that have attached exhibits will have an icon on the left hand side of the event title bar



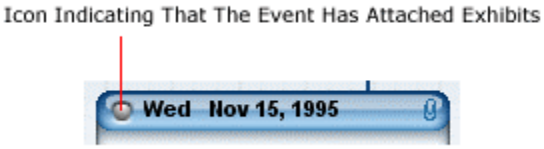
Add Exhibits Using Drag-drop Methods

Using The Windows Explorer And Event Exhibit Manager

1. Open Windows Explorer
2. Navigate to the where the files are to be attached reside and select them
3. Open the Event Exhibits Manager using one of these methods:

    - Select **Event Exhibit Manager** from the tools menu
    - Click the Toolbar button
    - Right Click on the timeline and select **Event Exhibit Manager** from the context menu

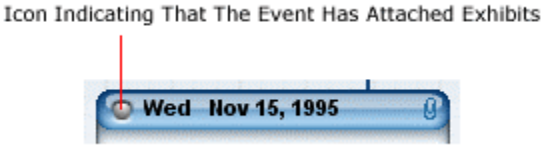
4. Drag the Exhibit(s) on the Event in the Event list that the exhibit(s) will be associated with
5. Verify the Exhibits have been associated correctly
6. Click **[Close]** to close the Event Exhibit Manager
7. The Events that have attached exhibits will have an icon on the left hand side of the event title bar



Using The Drag Directly Onto The Event Method

1. Open Windows Explorer
2. Navigate to the where the files are to be attached reside and select them
3. Drag the Exhibit(s) onto the Event, the Exhibit Manager will automatically open with the exhibits attached to the Event.
4. Verify the Exhibits have been associated correctly
5. Click **[Close]** to close the Event Exhibit Manager

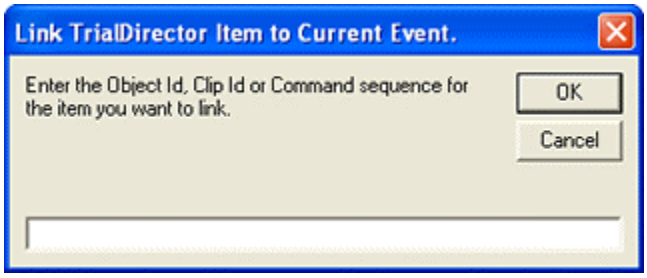
6. The Events that have attached exhibits will have an icon on the left hand side of the event title bar



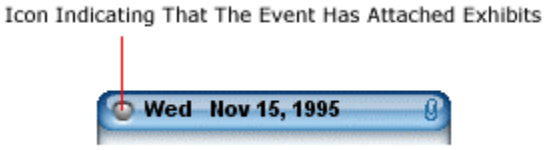
Adding TrialDirector Item to Current Event

Note: *TrialDirector versions 6.5 and above no longer integrate with TimelineXpress.*

1. Open the Event Exhibits Manager using one of these methods:
   - Select **Event Exhibit Manager** from the tools menu
   - Click the Toolbar button
   - Right Click on the timeline and select **Event Exhibit Manager** from the context menu
   - Dragging an exhibit onto the event on the Event Tab
2. Select the event from the event list that the TrialDirector Item is to be added to
3. Right click anywhere and select **Link Current Event to a TrialDirector Item**

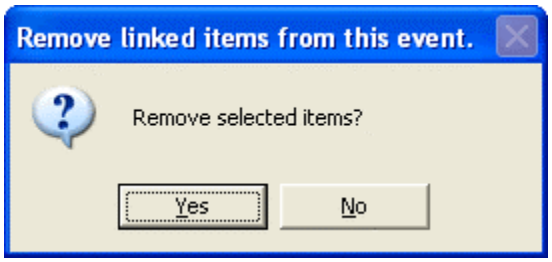

Link TrialDirector Item to Current Event.
Enter the Object Id, Clip Id or Command sequence for the item you want to link.
OK
Cancel

4. Type in the Object ID, Clip ID or TrialDirector command sequence
5. The Events that have attached exhibits will have an icon on the left hand side of the event title bar



Removing Attached Exhibits

1. Open the Event Exhibits Manager
2. Select the event from the event list that the exhibit(s) are attached
3. Select the exhibit(s) from the exhibit list that are to be removed
4. Select addition files that are to be removed by holding down the **[Ctrl]** key and clicking on the required file(s)
5. Select **Remove from the File** Menu, or Click the **[Delete]** button, or Click the Toolbar button. The exhibits will be removed from the list

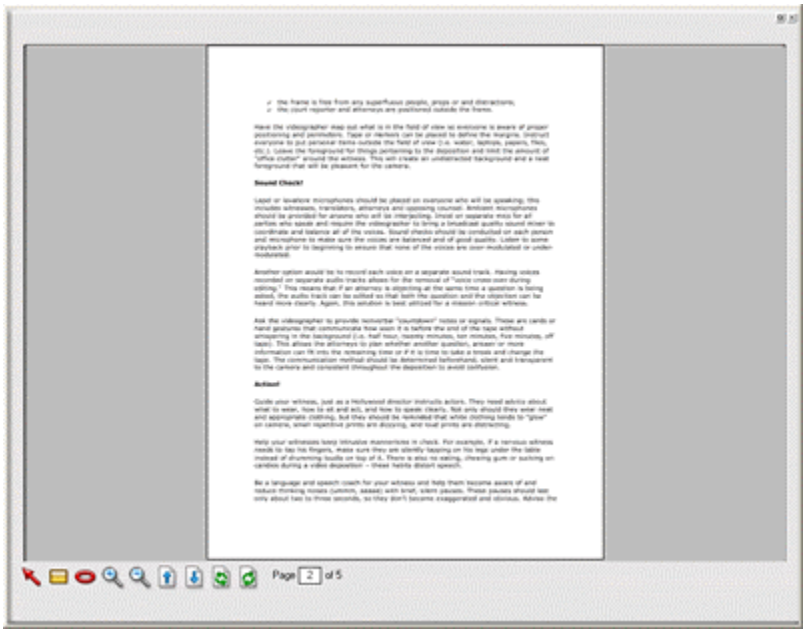


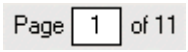
6. Click **[Yes]** to remove the Exhibits or **[No]** to cancel.

Viewing Attached Exhibits

To view attached exhibits from within the Events Exhibits Manager

1. Open the Event Exhibits Manager
2. Select the event from the event list
3. Select attached Exhibit from the attached exhibits list
4. Right click and select View Item from the context menu, the following window will appear



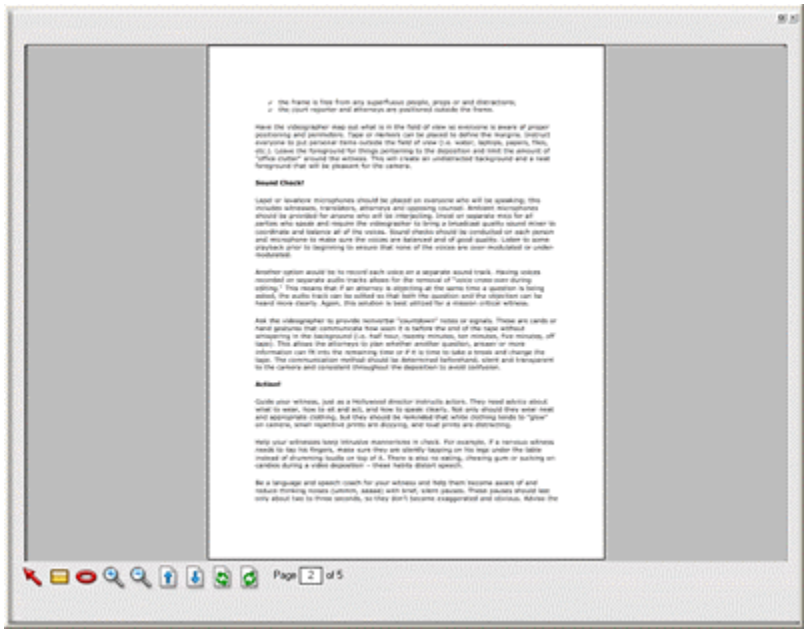
If the are more than one exhibit attached, use either the or buttons to scroll back and forth the attached exhibits. Alternatively by entering the page number in the page number text field  , the corresponding exhibit will be loaded into the viewer

Annotating Attached Exhibits

The annotation tools on the View Item Toolbar can be used to draw arrows, ellipses, and create image highlights. To add Annotations to Attached Exhibits:

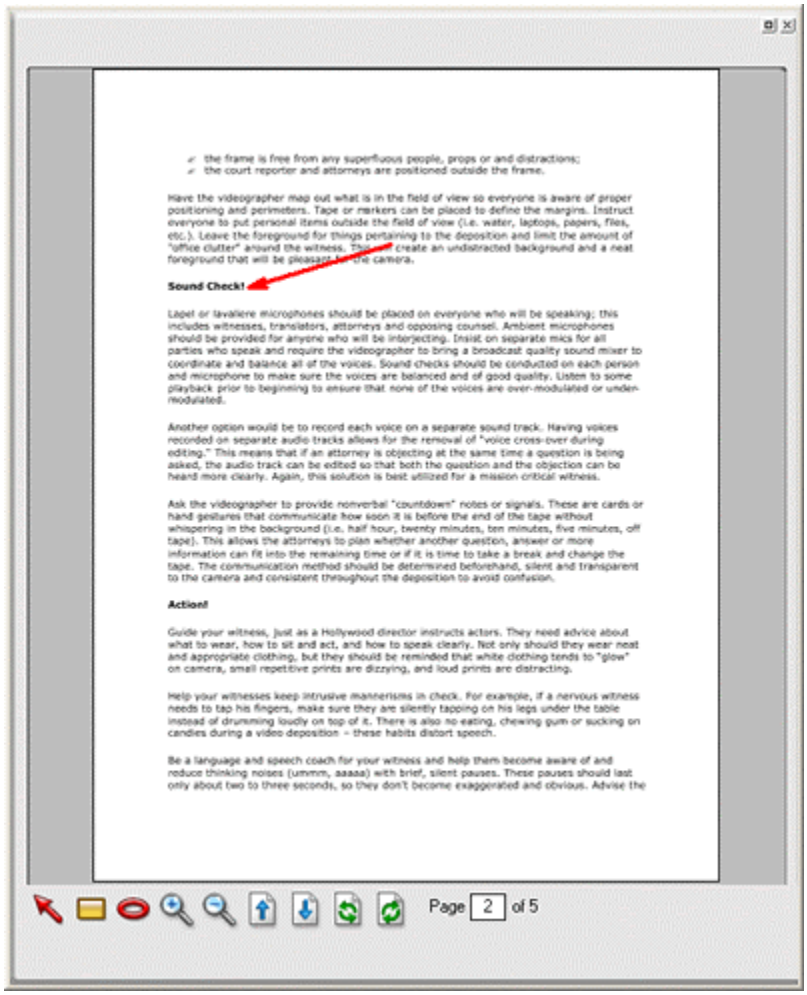
Opening The Events Exhibits Manager

1. Open the Event Exhibits Manager
2. Select the event from the event list
3. Select attached Exhibit from the attached exhibits list
4. Right click and select **View Item** from the context menu, the following window will appear



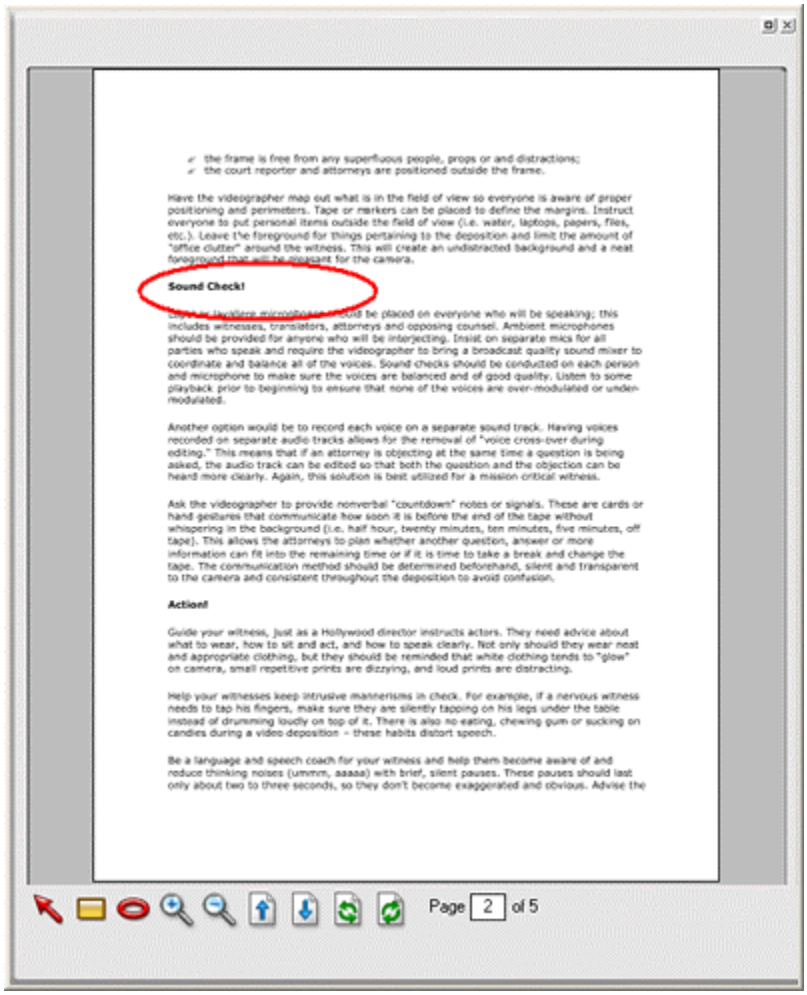
Draw An Arrow

To draw an arrow pointing to an important point on an item, select the Arrow tool. Position the cursor, where you want the head of the arrow to appear. Drag the cursor away from the head in any direction to the length you want the line of the arrow to be.


the frame is free from any superfluous people, props or and distractions;
the court reporter and attorneys are positioned outside the frame.
Sound Check!
Page 2 of 5

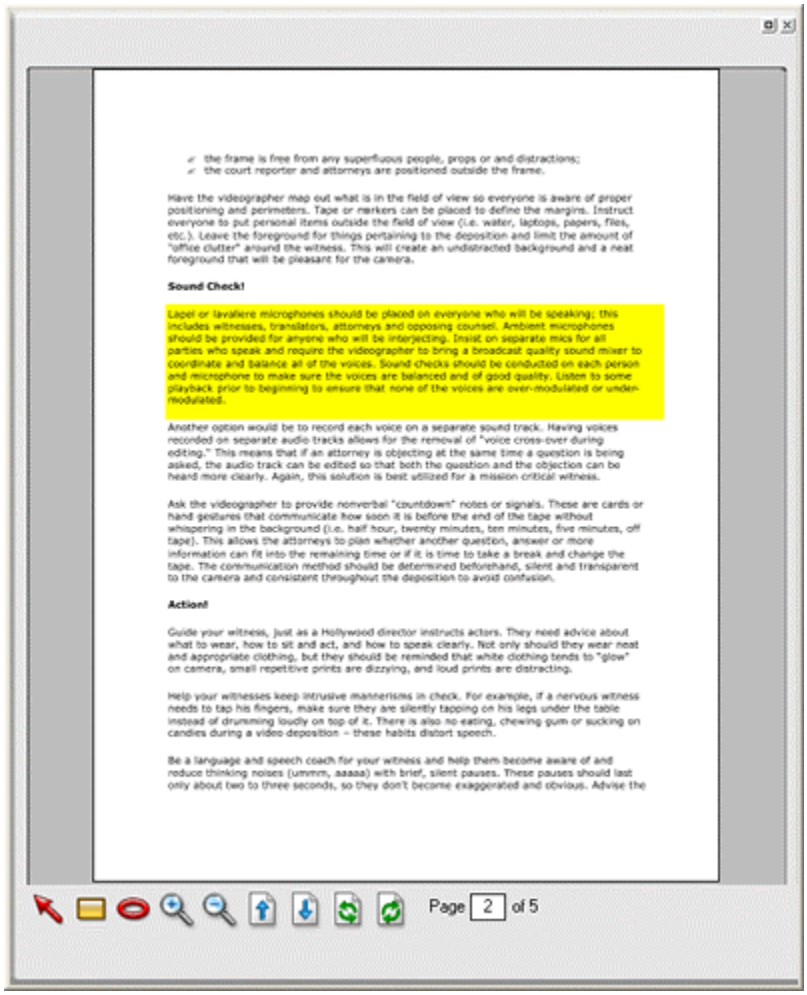
Draw An Ellipse

To circle or place an ellipse around an important point on an item, select the Ellipse tool. Click and drag the cursor to draw an ellipse around the area.


the frame is free from any superfluous people, props or and distractions;
the court reporter and attorneys are positioned outside the frame.
Have the videographer map out what is in the field of view so everyone is aware of proper positioning and perimeters. Tape or markers can be placed to define the margins. Instruct everyone to put personal items outside the field of view (i.e. water, laptops, papers, files, etc.). Leave the foreground for things pertaining to the deposition and limit the amount of "office clutter" around the witness. This will create an undistracted background and a neat foreground that will be pleasant for the camera.
Sound Check!
Lapel or lavaliere microphones should be placed on everyone who will be speaking; this includes witnesses, translators, attorneys and opposing counsel. Ambient microphones should be provided for anyone who will be interjecting. Insist on separate mics for all parties who speak and require the videographer to bring a broadcast quality sound mixer to coordinate and balance all of the voices. Sound checks should be conducted on each person and microphone to make sure the voices are balanced and of good quality. Listen to some playback prior to beginning to ensure that none of the voices are over-modulated or under-modulated.
Another option would be to record each voice on a separate sound track. Having voices recorded on separate audio tracks allows for the removal of "voice cross-over during editing." This means that if an attorney is objecting at the same time a question is being asked, the audio track can be edited so that both the question and the objection can be heard more clearly. Again, this solution is best utilized for a mission critical witness.
Ask the videographer to provide nonverbal "countdown" notes or signals. These are cards or hand gestures that communicate how soon it is before the end of the tape without whispering in the background (i.e. half hour, twenty minutes, ten minutes, five minutes, off tape). This allows the attorneys to plan whether another question, answer or more information can fit into the remaining time or if it is time to take a break and change the tape. The communication method should be determined beforehand, silent and transparent to the camera and consistent throughout the deposition to avoid confusion.
Action!
Guide your witness, just as a Hollywood director instructs actors. They need advice about what to wear, how to sit and act, and how to speak clearly. Not only should they wear neat and appropriate clothing, but they should be reminded that white clothing tends to "glow" on camera, small repetitive prints are dizzying, and loud prints are distracting.
Help your witnesses keep intrusive mannerisms in check. For example, if a nervous witness needs to tap his fingers, make sure they are silently tapping on his legs under the table instead of drumming loudly on top of it. There is also no eating, chewing gum or sucking on candies during a video deposition – these habits distort speech.
Be a language and speech coach for your witness and help them become aware of and reduce thinking noises (ummm, aaaaa) with brief, silent pauses. These pauses should last only about two to three seconds, so they don't become exaggerated and obvious. Advise the
Page 2 of 5

Highlight An Image

To highlight an important point on an item, Click and drag the cursor in a rectangle around the area you want to highlight.


the frame is free from any superfluous people, props or and distractions;
the court reporter and attorneys are positioned outside the frame.
Have the videographer map out what is in the field of view so everyone is aware of proper positioning and perimeters. Tape or markers can be placed to define the margins. Instruct everyone to put personal items outside the field of view (i.e. water, laptops, papers, files, etc.). Leave the foreground for things pertaining to the deposition and limit the amount of "office clutter" around the witness. This will create an undistracted background and a neat foreground that will be pleasant for the camera.
Sound Check!
Lapel or lavaliere microphones should be placed on everyone who will be speaking; this includes witnesses, translators, attorneys and opposing counsel. Ambient microphones should be provided for anyone who will be interjecting. Insist on separate mics for all parties who speak and require the videographer to bring a broadcast quality sound mixer to coordinate and balance all of the voices. Sound checks should be conducted on each person and microphone to make sure the voices are balanced and of good quality. Listen to some playback prior to beginning to ensure that none of the voices are over-modulated or under-modulated.
Another option would be to record each voice on a separate sound track. Having voices recorded on separate audio tracks allows for the removal of "voice cross-over during editing." This means that if an attorney is objecting at the same time a question is being asked, the audio track can be edited so that both the question and the objection can be heard more clearly. Again, this solution is best utilized for a mission critical witness.
Ask the videographer to provide nonverbal "countdown" notes or signals. These are cards or hand gestures that communicate how soon it is before the end of the tape without whispering in the background (i.e. half hour, twenty minutes, ten minutes, five minutes, off tape). This allows the attorneys to plan whether another question, answer or more information can fit into the remaining time or if it is time to take a break and change the tape. The communication method should be determined beforehand, silent and transparent to the camera and consistent throughout the deposition to avoid confusion.
Action!
Guide your witness, just as a Hollywood director instructs actors. They need advice about what to wear, how to sit and act, and how to speak clearly. Not only should they wear neat and appropriate clothing, but they should be reminded that white clothing tends to "glow" on camera, small repetitive prints are dizzying, and loud prints are distracting.
Help your witnesses keep intrusive mannerisms in check. For example, if a nervous witness needs to tap his fingers, make sure they are silently tapping on his legs under the table instead of drumming loudly on top of it. There is also no eating, chewing gum or sucking on candies during a video deposition – these habits distort speech.
Be a language and speech coach for your witness and help them become aware of and reduce thinking noises (ummm, aaaaa) with brief, silent pauses. These pauses should last only about two to three seconds, so they don't become exaggerated and obvious. Advise the
Page 2 of 5

Removing Annotations

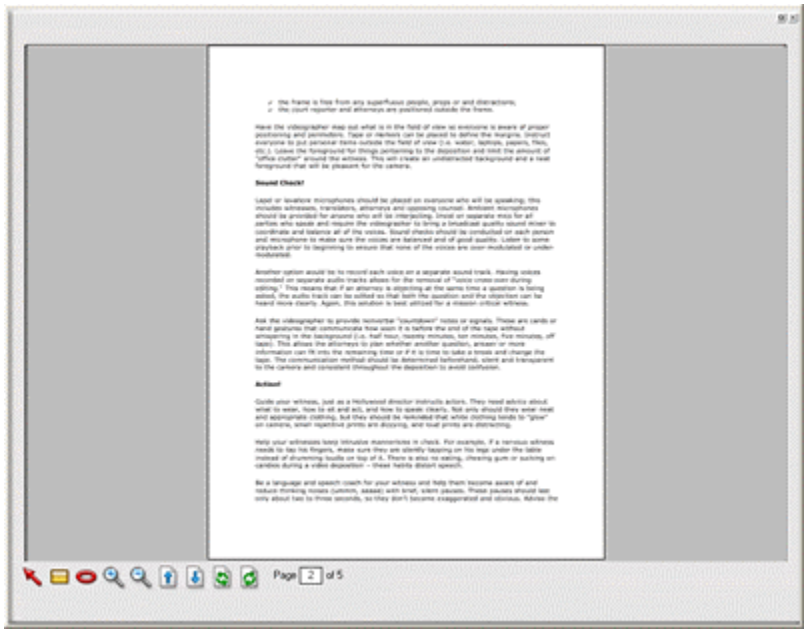
1. Hold the **[Ctrl]** down and right mouse click on the annotation that is to be removed

Zooming In And Out Of Attached Exhibits

The View Item window has built in Zoom in and Out controls.

Opening The Events Exhibits Manager

1. Open the Event Exhibits Manager
2. Select the event from the event list
3. Select attached Exhibit from the attached exhibits list
4. Right click and select **View Item** from the context menu, the following window will appear



Zooming In

Either:

- Select the button and hold down until the desired Zoom has been achieved
- Hold the left Mouse button down and drag over the area of the item that is to be magnified

Zooming Out

Either:

- Select the button and hold down until the desired Zoom out has been achieved
- Double click the left Mouse button anywhere on the item and the item will be returned to its original size

Closing The Events Exhibits Manager

To close the Events Exhibits Manager, either

- Select **Close** from the file Menu
- Click the **[Close]** Button

Attached Exhibit File Types

The following is a partial list of file types that can be used as attached exhibits:

File Extension	Description	Item type
.TIF	Group 3 Tagged Image File Format	IMAGE
.TIF	Group 4 Tagged Image File Format	IMAGE
.TIF	LZW Compressed TIFF	IMAGE
.TIF	Huffman Compressed TIFF	IMAGE
.TIF	Packbits Compressed TIFF	IMAGE
.TIF	Multi-Page TIFF	IMAGE
.BMP	Windows OS/2 Bitmap	IMAGE
.JPG	Joint Picture Experts Group (JPEG)	IMAGE
.GIF	CompuServe Graphics Interchange	IMAGE
.ICO	Icon File	IMAGE
.PCT	Macintosh Pict	IMAGE
.PCX	Zsoft Paintbrush	IMAGE
.PNG	Portable Network Graphics	IMAGE
.TGA	Truvision Targa	IMAGE
.MSP	Microsoft Paint	IMAGE
.WMF	Windows Meta File	IMAGE
.WPG	Word Perfect Bitmap	IMAGE
.MPG	Motion Picture Experts Group (MPEG-1)	MULTIMEDIA
.MPEG	Motion Picture Experts Group (MPEG-1)	MULTIMEDIA
.M2P	Motion Picture Experts Group (MPEG-2) ¤	MULTIMEDIA
.MPG	Motion Picture Experts Group (MPEG-2) ¤	MULTIMEDIA
.MP2	Motion Picture Experts Group (MPEG-2) ¤	MULTIMEDIA
.MPA	MPEG Elementary Audio Stream	MULTIMEDIA
.MP4	MPEG Video - ISO Standard ¤	MULTIMEDIA
.MP3	MPEG Audio Layer-3	MULTIMEDIA
.AVI	Audio Video Interleave	MULTIMEDIA
.WMA	Microsoft Windows Media Audio ¤	MULTIMEDIA
.WMV	Microsoft Windows Media Video ¤	MULTIMEDIA
.ASF	Microsoft Advanced Streaming Format	MULTIMEDIA
.WAV	Windows Waveform Sound	MULTIMEDIA
.MOV	Apple Quicktime ¤	MULTIMEDIA
.MID	Musical Instrument Digital Interface (MIDI)	MULTIMEDIA

.TLF	TimelineXpress File ¤	OTHER
.PPT	Microsoft PowerPoint Presentation ¤	OTHER
.DOC	Microsoft Word Document ¤	OTHER
.XLS	Microsoft Excel Spreadsheet ¤	OTHER
.PDF	Adobe Portable Document format ¤	OTHER
.HTM	Internet Explorer Web page ¤	OTHER
.HTML	Internet Explorer Web page ¤	OTHER
.TXT	ASCII Text Transcript ¤	OTHER
.ASC	ASCII Text Transcript ¤	OTHER
.V1	ASCII Text Transcript ¤	OTHER
.AMI	Amicus Text Transcript ¤	OTHER
.CO	Cult 3D Object ¤	OTHER
.SVG	Adobe Scalable Vector Graphic ¤	OTHER
.SWF	Macromedia Flash Movie ¤	OTHER

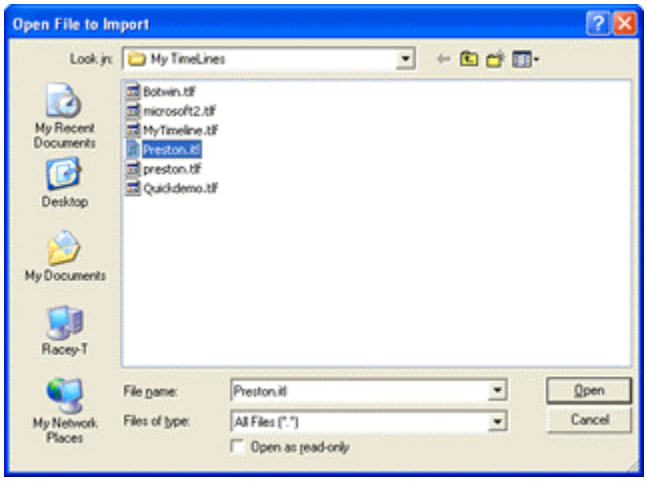
¤ Requires DirectShow compatible Codec
¤ WMV/WMA 8 Requires Media Player 7.1 or higher
¤ Quicktime and MPEG4 files require Quicktime player v6 or higher, plays back through Quicktime player
¤ Requires Associated program to be installed and plays back through parent application or browser plug-in

All other product names and logos are trade and service marks of their respective companies.

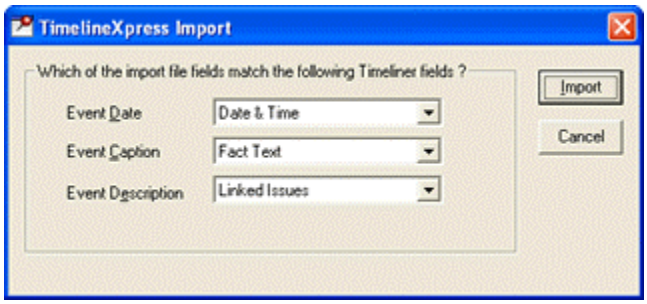
Importing Files

Any ASCII Text Delimitated file that has recognizable Date, Event and Description fields that match up to TimelineXpress's Event Date, Event Caption Field and Event Description fields can be used.

1. Select **Import...** from the File Menu



2. Browse to the file that is to be imported and select it
3. Click **[Open]**
4. Using the Import Wizard, TimelineXpress will attempt to match the nearest available fields in the import file to the following available TimelineXpress fields
   - Event Date
   - Event Caption
   - Event Description



5. Click **[Import]**, the fields will be loaded into TimelineXpress

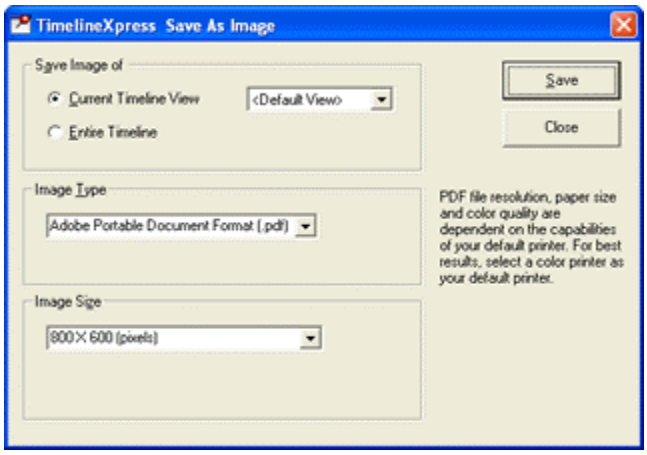
Exporting As Image File

The following formats are supported for exporting a timeline as an Image:

- Adobe Portable Document Format (*.pdf)
- JPEG - JFIF Compliant (*.jpg)
- Tagged Image File Format (*.tif)
- Truevision Targa (*.tga)
- Windows or OS/2 Bitmap (*.bmp)
- Zsoft Paintbrush (*.pcx)

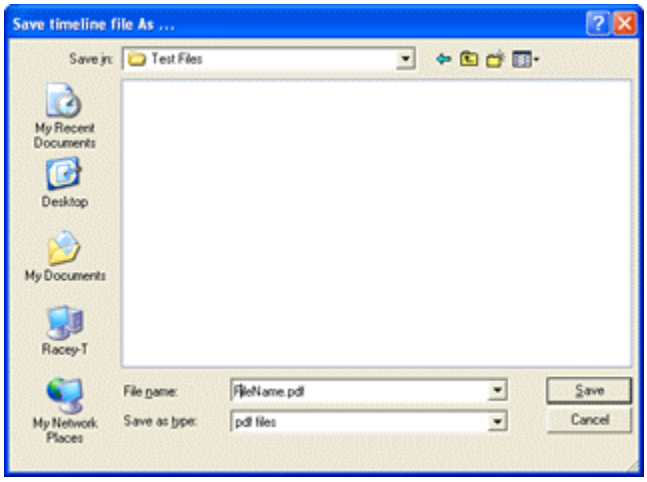
Note: *When the image type is to be a *.pdf, the *.pdf file resolution, paper size and color quality are dependent on the capabilities of your default printer. For best results, select a color printer as your default printer.*

1. Select **Export as Image File...** from the File Menu


TimelineXpress Save As Image
Save Image of
Current Timeline View
<Default View>
Entire Timeline
Save
Close
Image Type
Adobe Portable Document Format (.pdf)
PDF file resolution, paper size and color quality are dependent on the capabilities of your default printer. For best results, select a color printer as your default printer.
Image Size
800 X 600 (pixels)

2. Set the **Save Image of** property by selecting either:
   - Current Timeline View and selecting the view from the views dropdown list
   - Entire Timeline
3. Set the **Image Type**
4. Set the **Image Size**
5. Click **[Save]**

6. Browse to where the Image is to be saved and enter a **File name**



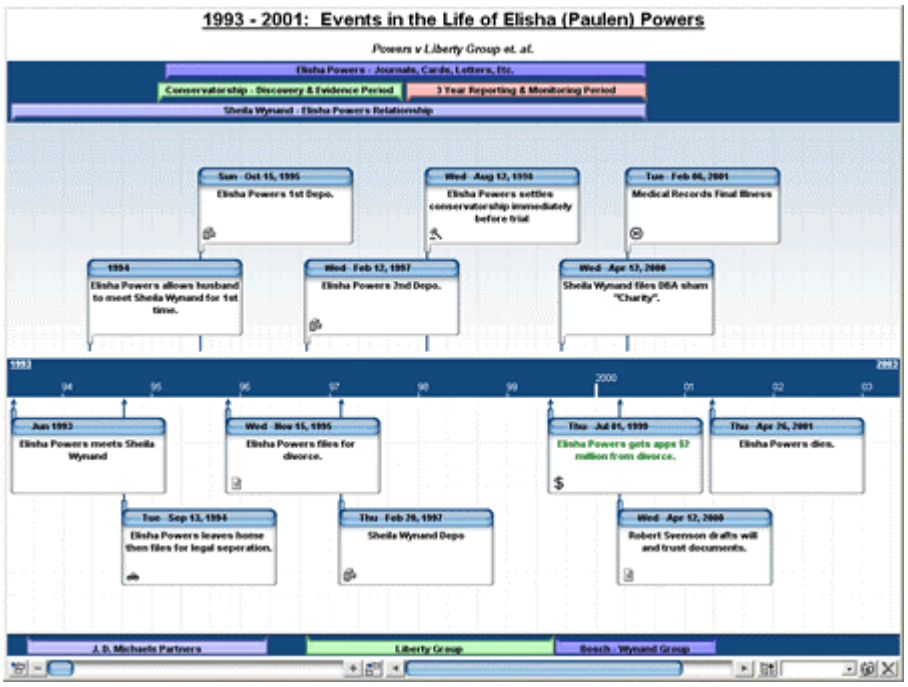
7. Click **[Save]** to create the Image File

Full Screen Presentation Window

TimelineXpress has an integrated Full Screen Presentation Window for presenting timelines

Opening The Full Screen Presentation Window

1. Select **Show Full Screen** from the View Menu or click the Toolbar button or pressing the **[5]** key


1993 - 2001: Events in the Life of Elisha (Paulen) Powers
Powers v Liberty Group et. al.
Elisha Powers - Journals, Cards, Letters, Etc.
Conservatorship - Discovery & Evidence Period
3 Year Reporting & Monitoring Period
Sheila Wynand - Elisha Powers Relationship
Sun - Oct 15, 1995
Elisha Powers 1st Depo.
Wed - Aug 12, 1998
Elisha Powers settles conservatorship immediately before trial
Tue - Feb 06, 2001
Medical Records Final Illness
1994
Elisha Powers allows husband to meet Sheila Wynand for 1st time.
Wed - Feb 12, 1997
Elisha Powers 2nd Depo.
Wed - Apr 12, 2000
Sheila Wynand files DBA sham "Charity".
1993
2003
94
95
96
97
98
99
2000
01
02
03
Jun 1993
Elisha Powers meets Sheila Wynand
Wed - Nov 15, 1995
Elisha Powers files for divorce.
Thu - Jul 01, 1999
Elisha Powers gets appx $2 million from divorce.
Thu - Apr 26, 2001
Elisha Powers dies.
Tue - Sep 13, 1994
Elisha Powers leaves home then files for legal seperation.
Thu - Feb 20, 1997
Sheila Wynand Depo
Wed - Apr 12, 2000
Robert Svenson drafts will and trust documents.
J. D. Michaels Partners
Liberty Group
Beech - Wynand Group

Note: *The Full Screen Presentation Window has the same controls and interactivity as when viewing a timeline in Timeline View.*

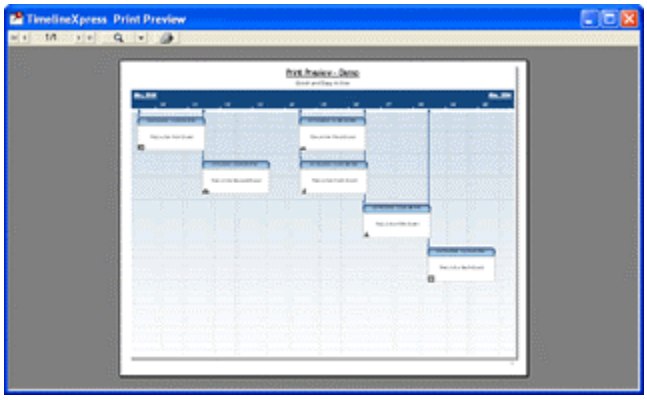
Closing The Full Screen Presentation Window

1. Press the **[Esc]** key to exit from the Full Screen Presentation Window

Print Preview

TimelineXpress Print Preview allows you to see the layout of the timeline and views **before** printing. This feature is particularly useful when you wish to make adjustments to the timeline for printing purposes

- Select **Print Timeline Preview...** from the File Menu

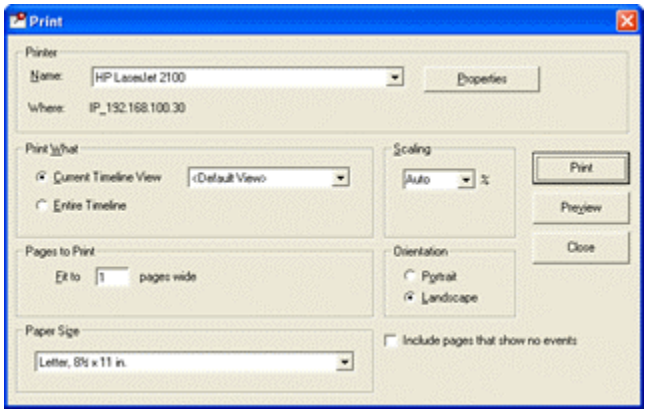


2. If the preview is acceptable, press the Toolbar button to print

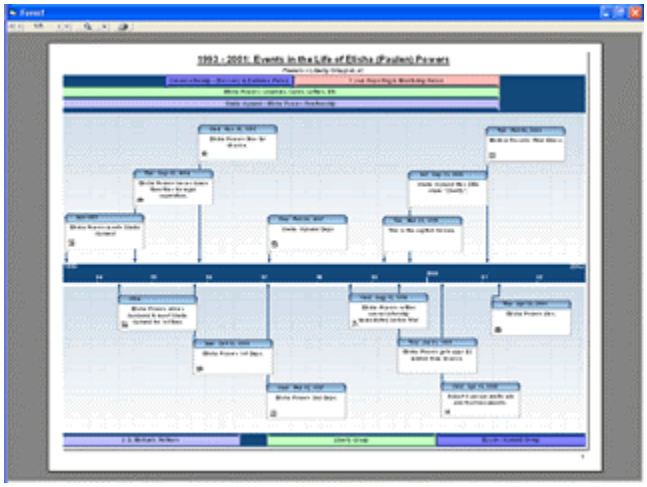
Printing Timelines

TimelineXpress allows you to print the Current Timeline View, A Saved Timeline View, or the Entire Timeline

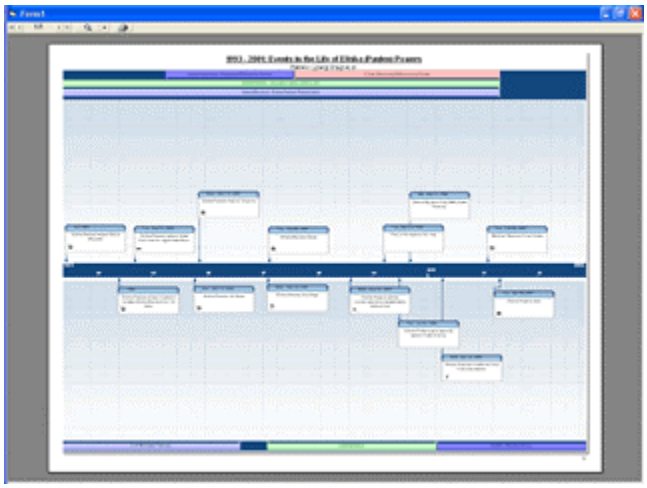
1. Select **Print** from the File Menu or click the Toolbar button or right click anywhere on the timeline and select **Print** from the context Menu



2. Select the **Printer** and Set the **Printer** Properties as required
3. From the **Print What** Select either:
   - **Current Timeline View**, then select the View to be printed from the dropdown list, the current active view is selected by default
   - **Entire Timeline**
4. Set the **Pages to Print**, by accepting the default number or entering a number for the **Fit to** **of pages wide** Property
5. Set the **Page Size** Properties
6. Set the **Scaling** Property, changing this property will effect the layout and detail shown when printed
7. Set the **Orientation Properties** by selecting either:
   - **Portrait**
   - **Landscape**
8. Check **include pages that show no events** if the print is to show the entire view, including empty pages
9. Check **Save to PDF file** if PDF is the required print format
10. Click the **[Preview]** button **Before** printing



11. Adjust the Printing properties if necessary until the preview is acceptable, for example, adjusting the scale will produce the following effect

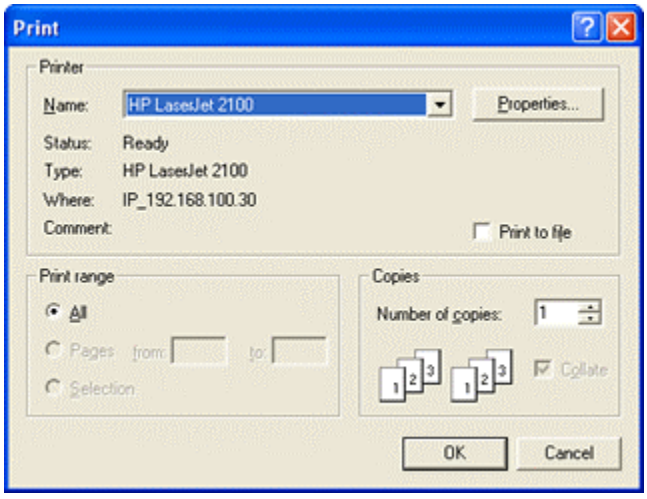


12. Click **[Print]** button to print the Timeline

Printing Events List

TimelineExpress allows you to print the list of events

1. Select **Print Events List** from the File Menu

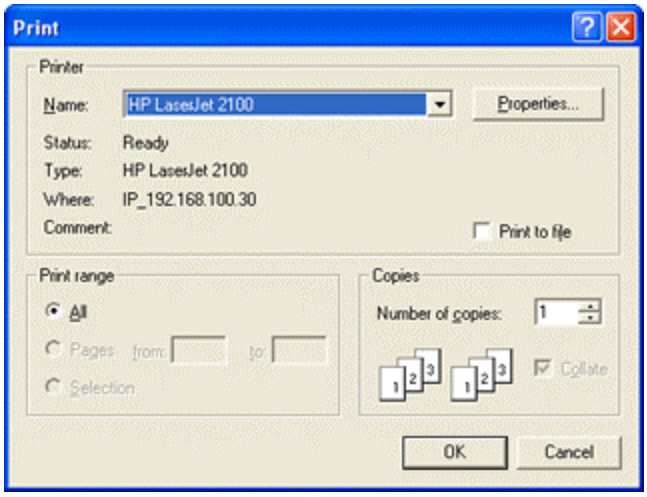


2. Select the **Printer** and Set the **Printer** Properties as required. **Note**: The list is always Landscape
3. Select the **Print range**
4. Select the **Number of Copies**
5. Click **[Ok]**

Printing Time Frames List

TimelineExpress allows you to print the list of Time Frames

1. Select **Print Time Frames List** from the File Menu

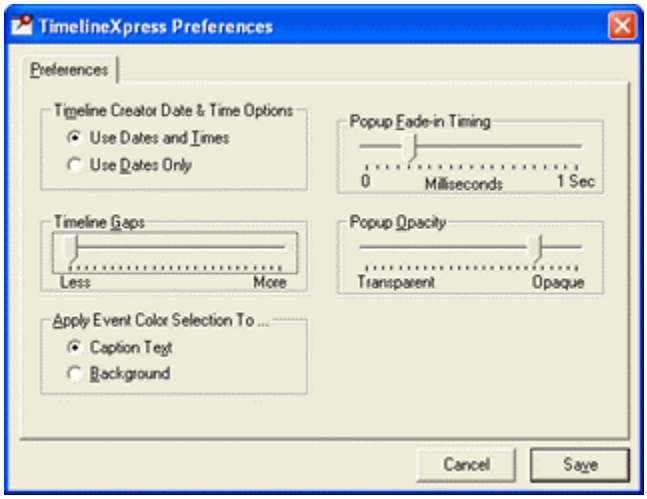


2. Select the **Printer** and Set the **Printer** Properties as required. **Note**: The list is always Landscape.
3. Select the **Print Range**
4. Select the **Number of Copies**
5. Click **[OK]**

TimelineXpress Preferences

To Set TimelineXpress preferences

1. Select **Preferences** from the View Menu



2. Set the following options as required
   - Timeline Creator Date and Time options
     - Use Dates and Times
     - Use Dates Only
   - Timeline Gaps
   - Popup Fade-in timing from 0 to 1 second (Millisecond increments)
   - Popup Opacity - Transparent to Opaque
   - Apply Event Color Section To...
     - Caption Text
     - Background

3. Click **[Save]** to keep the changes

Application Integration

TimelineXpress integrates with a number of 3rd party applications. Integrating with other applications commonly used by attorneys and their staff, creates a powerful analytical and presentation tool.

Using Timelines with TrialDirector (v4.5 or higher)

TrialDirector and TimelineXpress integrate effortlessly for dynamic presentaions. However, TrialDirector versions 6.5 and above are no longer compatible with TimelineXpress.

Using Timelines with DocumentDirector (v4.5 or higher)

A Timeline can be added and displayed to DocumentDirector Item Viewer using Microsoft Object Linking and Embedding (OLE) technology.

Microsoft PowerPoint

TimelineXpress seamlessly integrates with Microsoft PowerPoint. Using one ActiveX control, a fully functional TimelineXpress session can be embedded within a PowerPoint slide. When presenting the slide show, the TimelineXpress items appear just the way you saved it and are immediately displayed.

Summation

TimelineXpress seamlessly integrates with Summation iBlaze providing a means to create powerful timelines using Summations iBlaze Database.

CaseMap

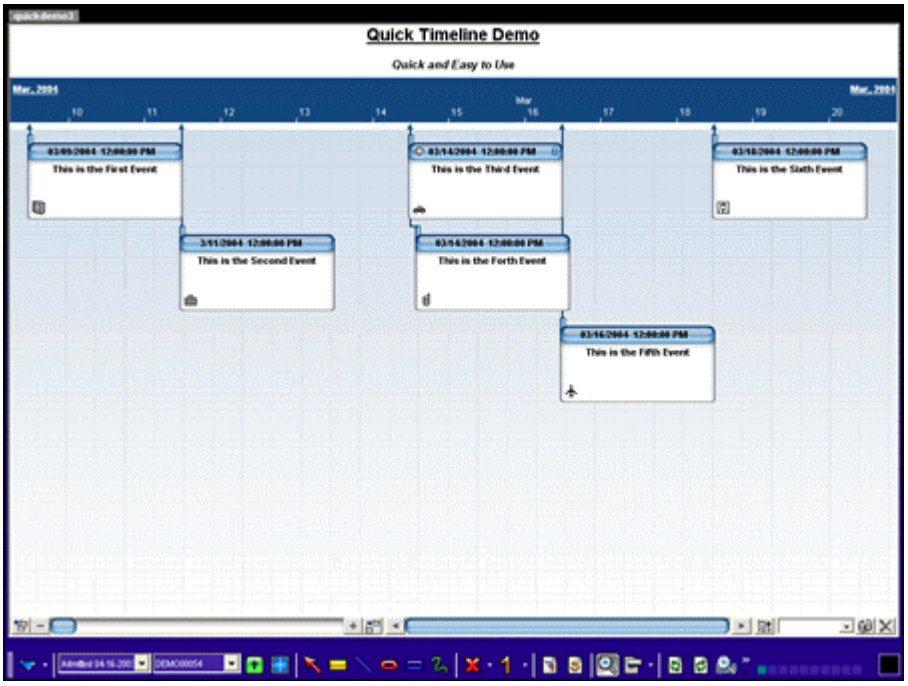
TimelineXpress gives you the ability to import and use CaseMap comma-delimited fact report files to create timelines.

TrialDirector Integration

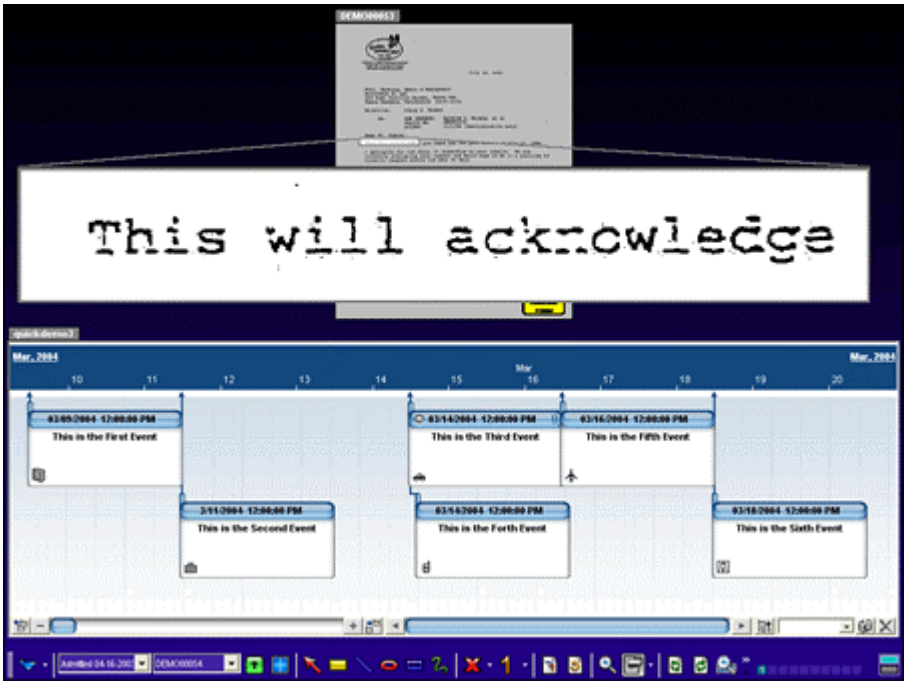
Note: The latest versions of TrialDirector and TimelineXpress are no longer compatible.

A TimelineXpress file can be loaded into TrialDirector (**v4.5 or higher must be installed**) the same way as any other TrialDirector item. Adding timelines to TrialDirector creates a powerful, enhanced, interactive presentation tool.

Timelines can be presented full screen:

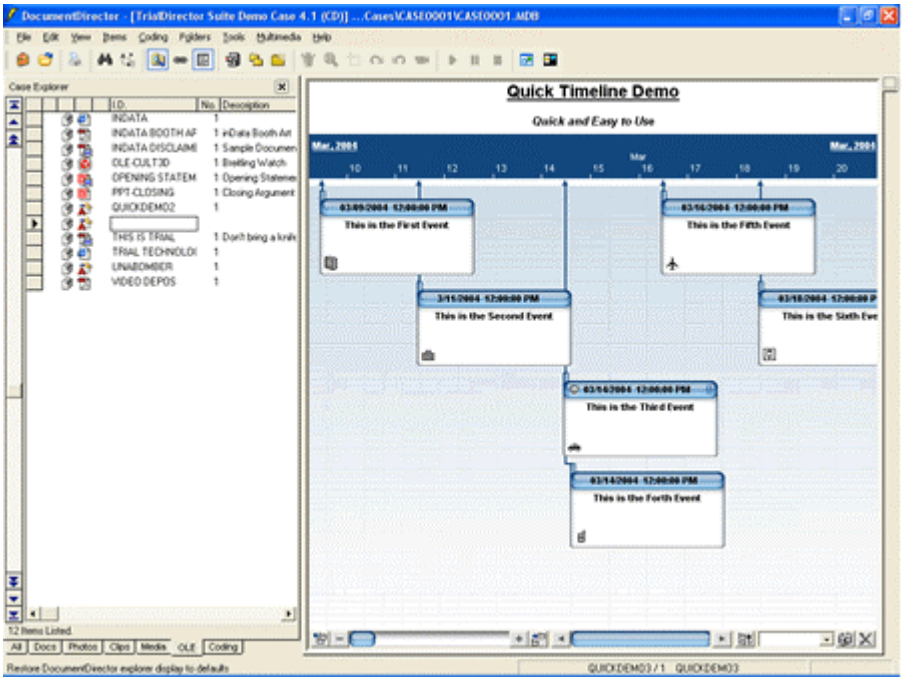

Quick Timeline Demo
Quick and Easy to Use
This is the First Event
This is the Second Event
This is the Third Event
This is the Forth Event
This is the Fifth Event
This is the Sixth Event

Timelines can be presented along side other exhibits:


This will acknowledge
Mar, 2004
This is the First Event
This is the Second Event
This is the Third Event
This is the Forth Event
This is the Fifth Event
This is the Sixth Event

DocumentDirector Integration

The DocumentDirector Item Viewer uses Microsoft Object Linking and Embedding (OLE) technology to display TimelineXpress files. TrialDirector Suite v4.5 or higher must be installed on your computer.


Quick Timeline Demo
Quick and Easy to Use
This is the First Event
This is the Second Event
This is the Third Event
This is the Forth Event
This is the Fifth Event

An TimelineXpress file can be added by

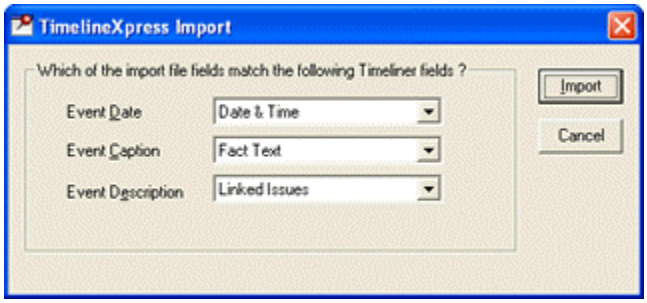
- Drag and Drop Timeline files into the Case
- Manually Import Items

Note: *See the TrialDirector Suite Help Files for further information on how to add OLE files to DocumentDirector. The latest versions of TrialDirector and TimelineXpress are no longer compatible.*

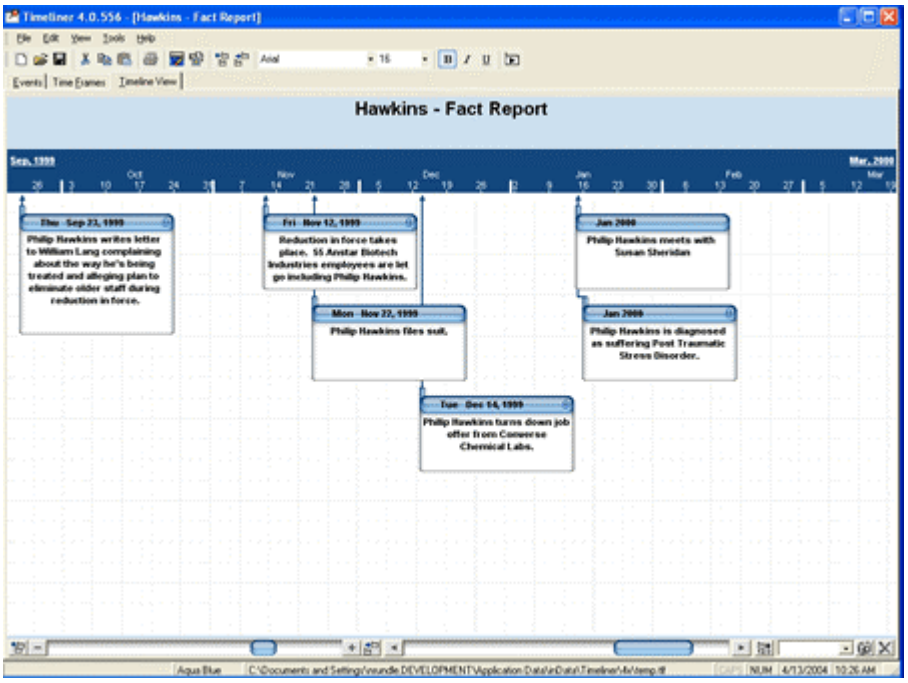
Integrating With CaseMap

TimelineXpress gives you the ability to import and use CaseMap comma-delimited fact report files to create timelines.

1. Select **Import** from the File Menu
2. Browse to the location of the CaseMap Text file is located
3. Select it and Click **[Open]**

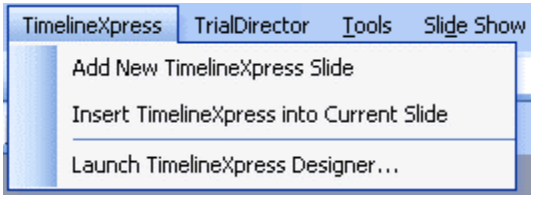


4. The fields should automatically matched, adjust them by using the dropdown list for each field if necessary
5. Click **[Import]**
6. The selected fields will be imported to build the timeline

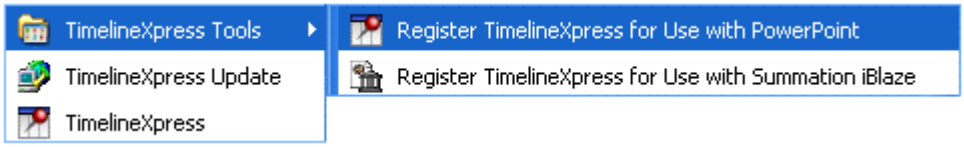


Integrating With PowerPoint

The Integration of TimelineXpress with PowerPoint is a very simple process. After Linking, TimelineXpress is added as a menu item to PowerPoint



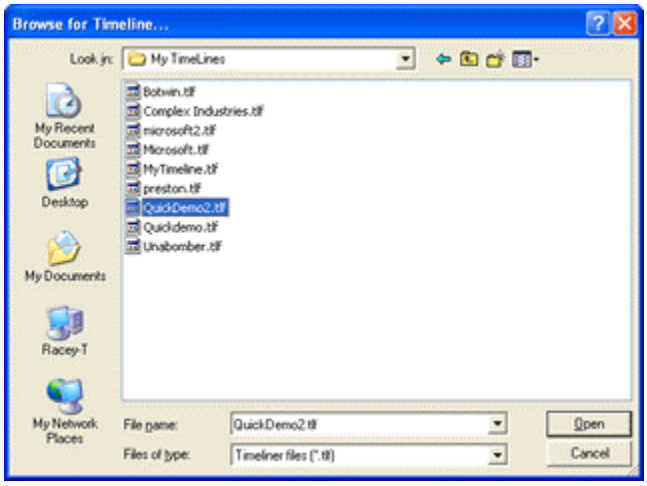
1. Select **Register TimelineXpress for use with PowerPoint** from the Start | Programs | inData TimelineXpress | TimelineXpress Tools



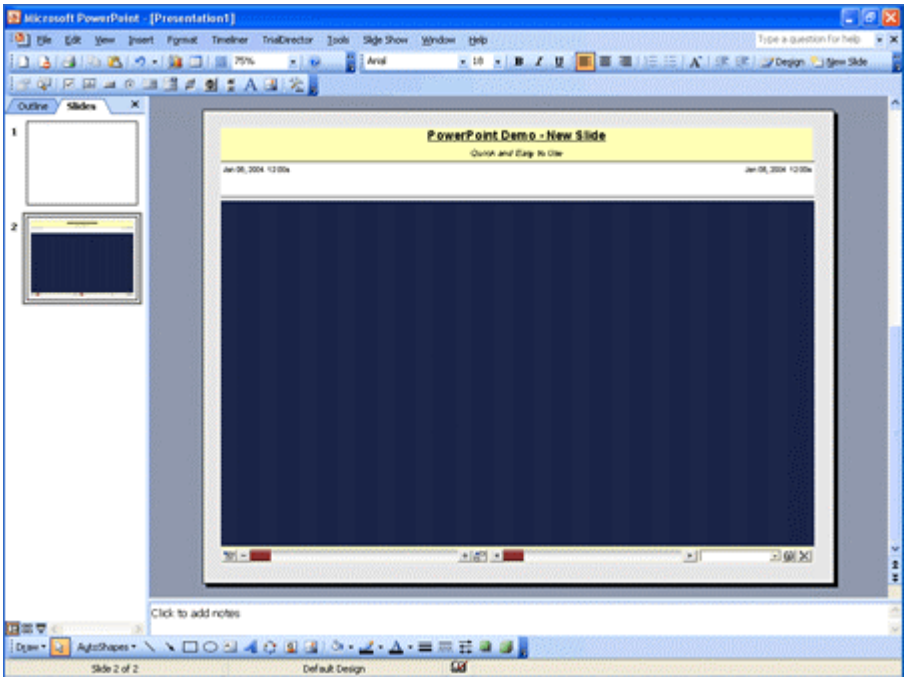
2. Click **[Ok]** to complete the process

Add A New Timeline Slide

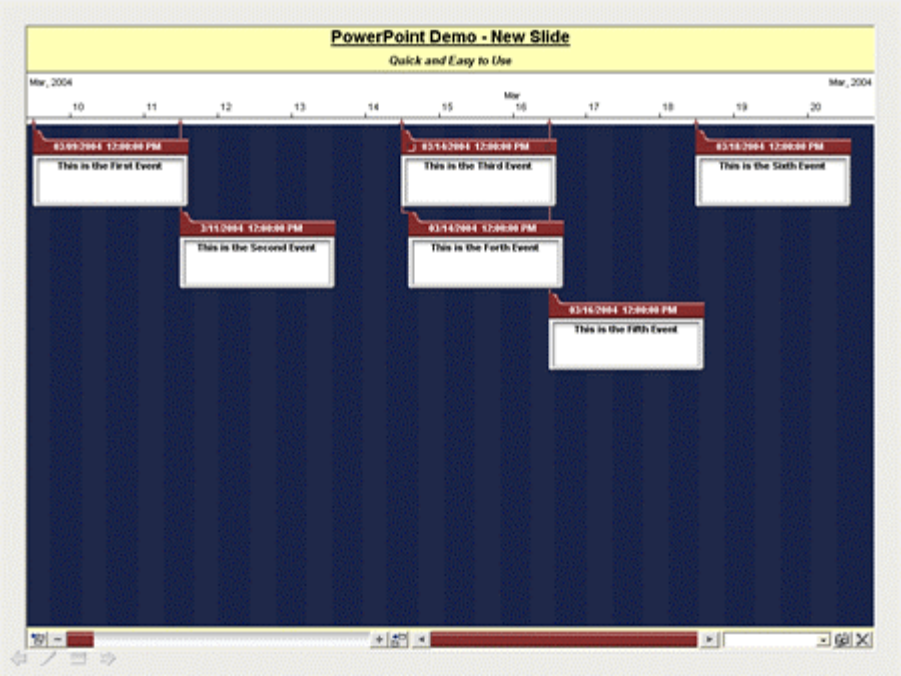
1. Launch PowerPoint
2. Select **Add New Timeline Slide** from the TimelineXpress PowerPoint Menu



3. Navigate to the Timeline and Click **[Open]**



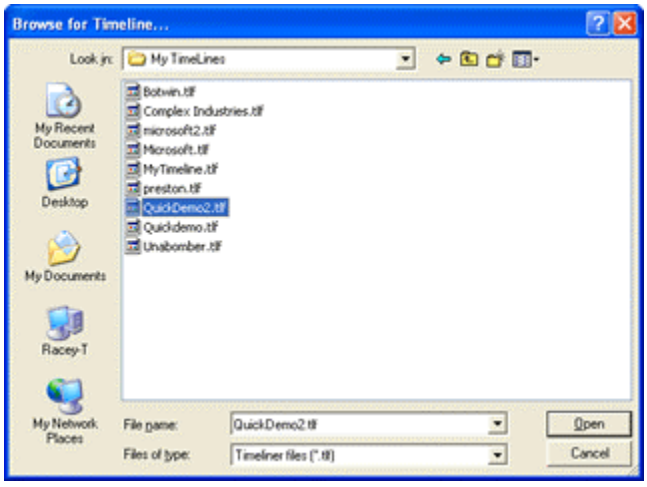
4. Press **[F5]** to run the PowerPoint Slide with TimelineXpress Embedded


PowerPoint Demo - New Slide
Quick and Easy to Use
This is the First Event
This is the Second Event
This is the Third Event
This is the Forth Event
This is the Fifth Event
This is the Sixth Event

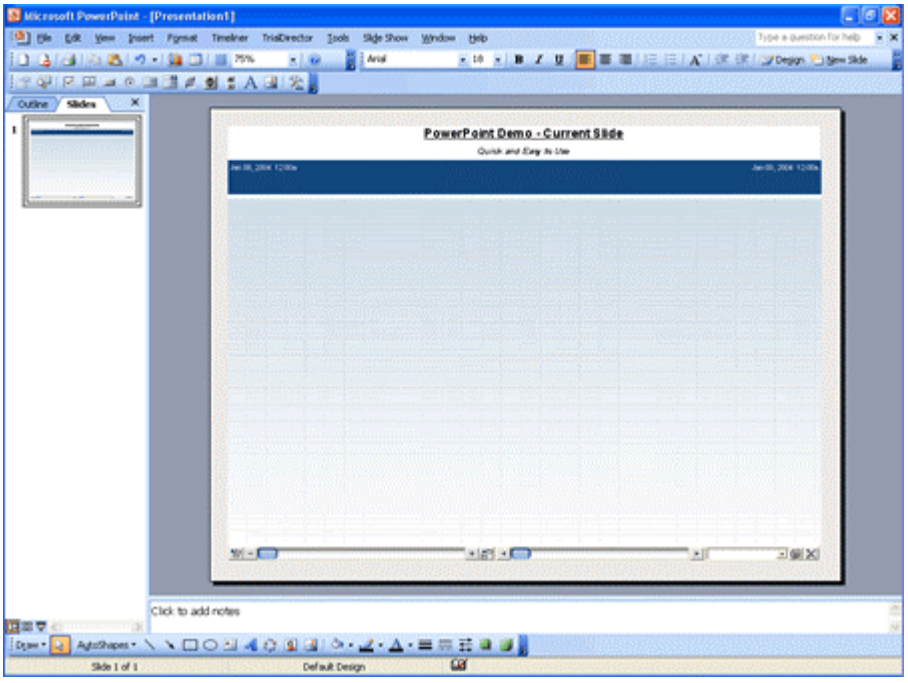
Note: *Currently, only one Timeline can be embedded during one PowerPoint session.*

Insert TimelineXpress Onto The Current Slide

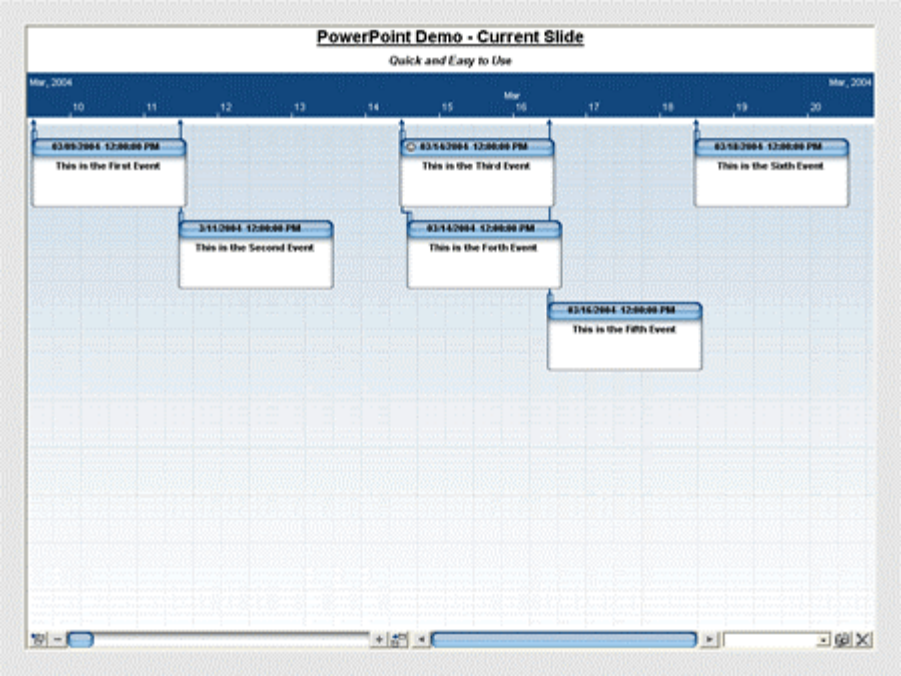
1. Launch PowerPoint
2. Select **Insert** TimelineXpress **into Current Slide** from the TimelineXpress PowerPoint Menu



3. Navigate to the Timeline and Click **[Open]**



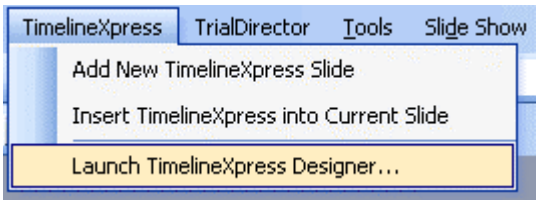
4. Press **[F5]** to run the PowerPoint Slide with TimelineXpress Embedded


PowerPoint Demo - Current Slide
Quick and Easy to Use
This is the First Event
This is the Second Event
This is the Third Event
This is the Forth Event
This is the Fifth Event
This is the Sixth Event

Note: *Currently, only one Timeline can be embedded during one PowerPoint session.*

Launching TimelineXpress From Within PowerPoint

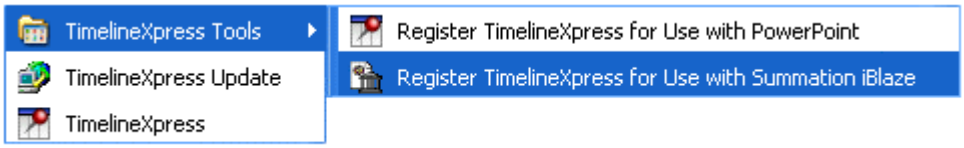
1. Launch PowerPoint
2. Select **Launch TimelineXpress Designer…** from the TimelineXpress Menu Option



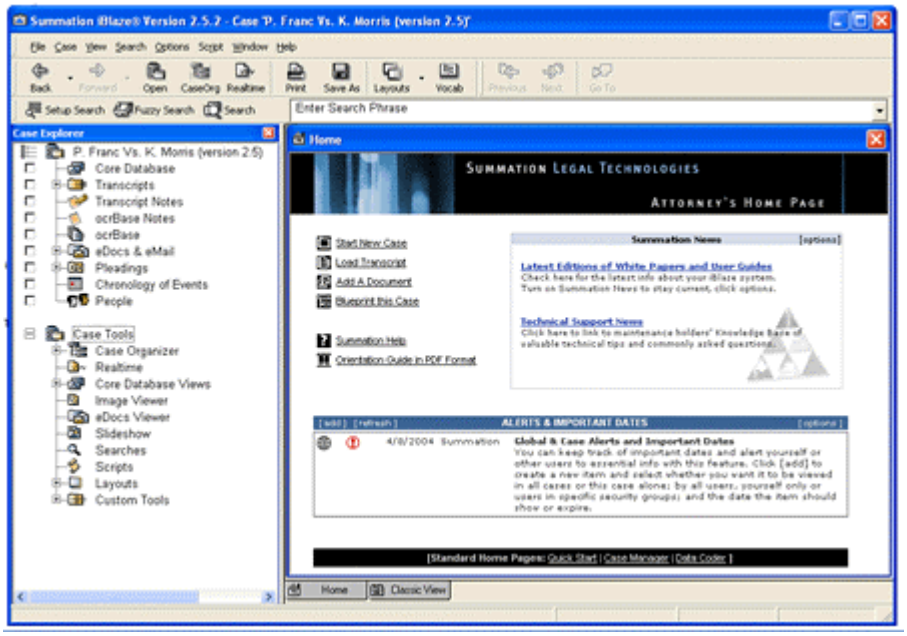
Integrating With Summation iBlaze

The Integration of TimelineXpress with Summation iBlaze is a very simple process.

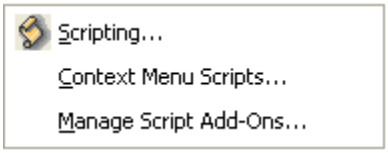
1. Make Sure that both TimelineXpress and Summation iBlaze are both installed first
2. Select **Register TimelineXpress for use with Summation iBlaze** from the Start | Programs | inData TimelineXpress | TimelineXpress Tools



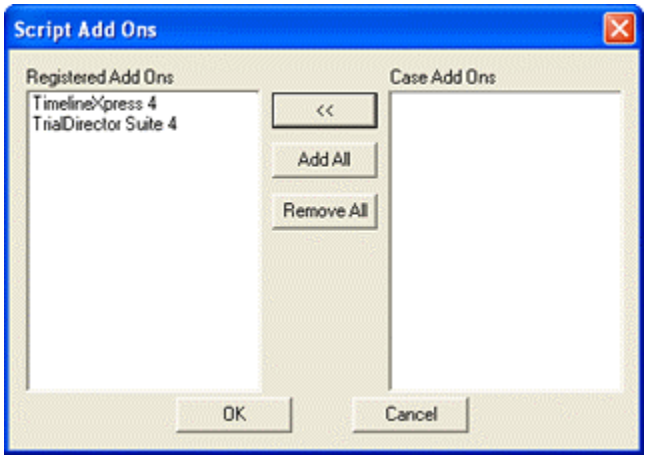
Summation iBlaze will be launched:

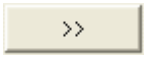


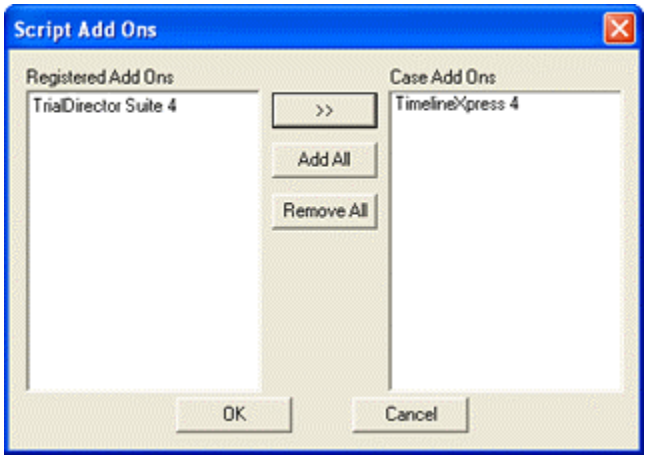
3. Select the **Manage Script Add Ons** option from the Script menu:



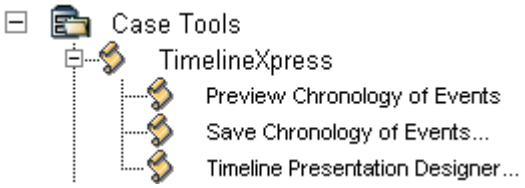
4. Select **TimelineXpress 4** from the **Registered Adds Ons** list:



5. Click the  button to add the TimelineXpress 4 to the iBlaze **Case Add Ons menu**:



6. Click **[Ok]**.
7. Once the **Case Add Ons** are added under Summations Case Explorer, "Case Tools", the first item listed will be TimelineXpress. Click the ⊞to expand the submenu, to see a list of available associated TimelineXpress features:

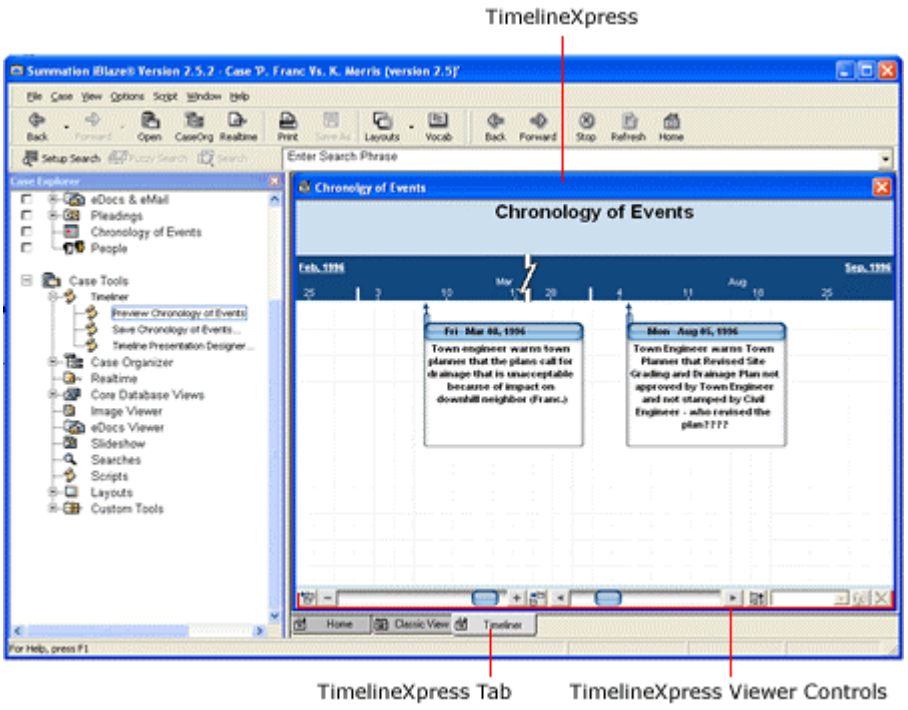


Summation Preview Chronology Of Events

TimelineXpress takes Summations Chronology of Events from the currently open case and creates a Timeline from the fields.

If TimelineXpress tab and **Preview Chronology of Events** is not visible

1. Select TimelineXpress from Case Tools
2. Click the ⊞ to expand the TimelineXpress submenu
3. Double click on **Preview Chronology of Events**

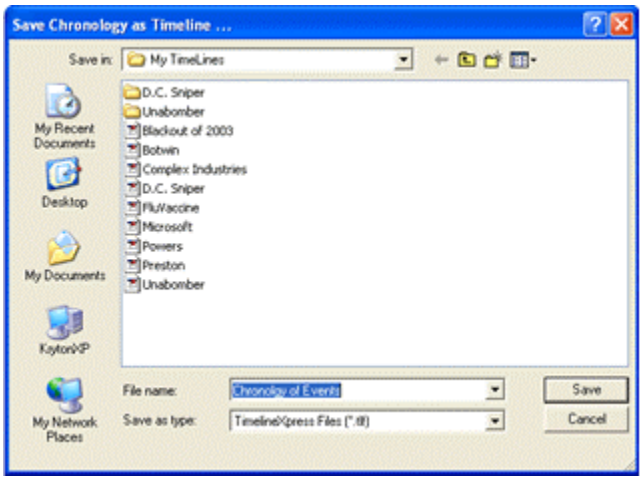


4. Use the Timeline Viewer Controls to:
   - Zoom in and out of the timeline using the zoom scroll bar
   - Zoom out of the timeline
   - Zoom in on the timeline
   - Zoom timeline where all events fit on page
   - Zoom timeline where no events overlap
   - Pan back along the timeline
   - Pan forward along the timeline
   - Pan back and forth along the timeline using the pan scroll bar
   - Walk events, adding events and removing events one at a time

Saving Chronology Of Events

To save a Timeline from within Summation iBlaze:

1. Select TimelineXpress from Case Tools
2. Click the ⊞ to expand the TimelineXpress submenu
3. Double click on **Saving Chronology of Events...**

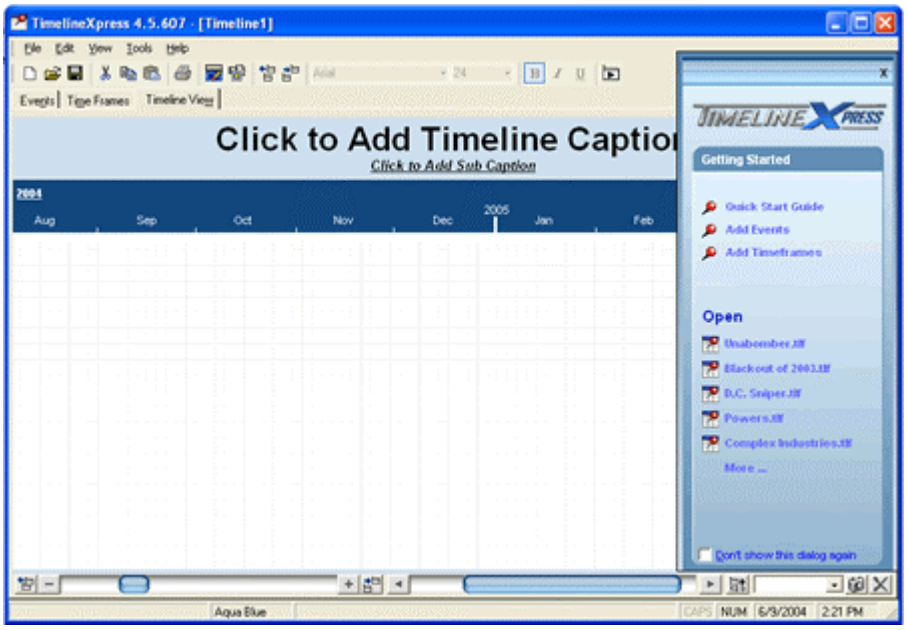


4. Browse to where the timeline is to be saved, by default, timelines are saved to a directory called **My Timelines**
5. Enter a name for the timeline in the **File name** field
6. Click **[Save]**

Launching TimelineXpress From Within Summation iBlaze

To launch TimelineXpress from within Summation iBlaze:

1. Select TimelineXpress from Case Tools
2. Click the ⊞ to expand the TimelineXpress submenu
3. Double click on **Timeline Presentation Designer**



Keyboard Shortcuts

Below is a table of the TimelineXpress Keyboard Shortcuts using the 10-key pad and arrow keys.

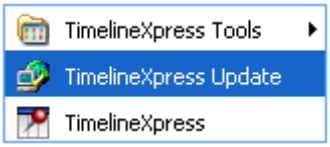
Keyboard Shortcut	Description
[9] Key	Zoom Fit to Page
[5] Key	Zoom To Fit No Overlap
[8] Key	Zoom In On Timeline
[2] Key	Zoom Out On Timeline
[4] Key	Pan Zoomed Timeline Towards Start
[6] Key	Pan Zoomed Timeline Towards End
[+] Key or [Up Arrow] Key	Zoom In On Timeline
[-] Key or [Down Arrow] Key	Zoom Out On Timeline
[Left Arrow] Key	Pan Zoomed Timeline Towards Start
[Right Arrow] Key	Pan Zoomed Timeline Towards End
[Shift] + **[Left Arrow] Key**	Accelerated Pan Zoomed Timeline Towards Start
[Shift] + **[Right Arrow] Key**	Accelerated Pan Zoomed Timeline Towards End

Automated Updates

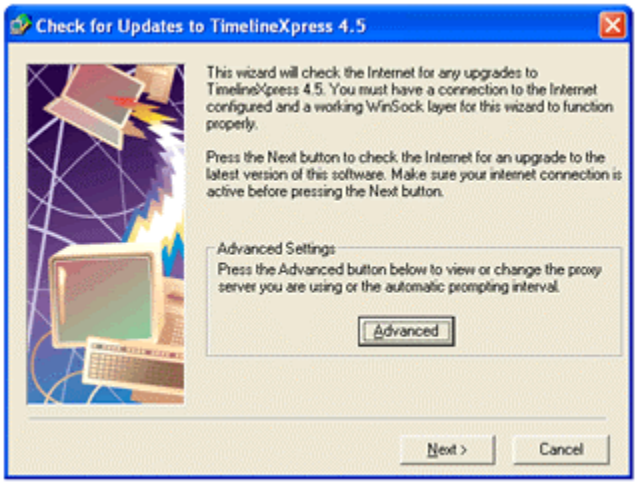
Periodically inData releases free updates to TimelineXpress

Manually Checking For Available Updates

1. Select **inData TimelineXpress | TimelineXpress Update** from Start | Programs



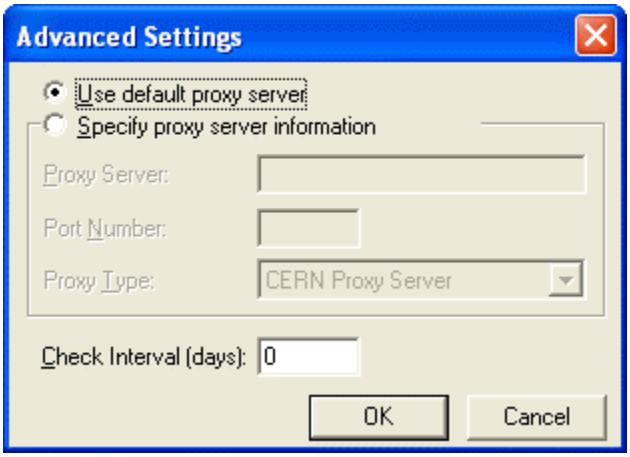
2. Click **[Next]** when the following window appears:


Check for Updates to TimelineXpress 4.5
This wizard will check the Internet for any upgrades to TimelineXpress 4.5. You must have a connection to the Internet configured and a working WinSock layer for this wizard to function properly.
Press the Next button to check the Internet for an upgrade to the latest version of this software. Make sure your internet connection is active before pressing the Next button.
Advanced Settings
Press the Advanced button below to view or change the proxy server you are using or the automatic prompting interval.
Advanced
Next >
Cancel

3. If there are updates available they will be downloaded and installed. No registration is required.

Advanced Settings

1. Select **inData TimelineXpress | TimelineXpress Update** from Start | Programs
2. Click **[Advanced]**



3. From this dialog box this following can be set
   - **Use Default proxy server**. Use this setting if you do not know what your proxy server settings are.
   - **Specify proxy server information**. If you need to connect through a proxy server and you know what your settings are then use this option to set the proxy server settings. Refer to your Network Administrator for further information
   - **Check Interval (days)**. The time interval of how often an automated check is made to the update server is made. A check can be made manually anytime by following the Manually checking for Available Updates